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REFERENCES:

1. Missing Persons Act (10 U.S.C. 1501-1513 (Hostile Missing)).
2. Payments to Missing Persons (37 U.S.C. 551-558 (Non Hostile Missing)).
3. Department of Defense Financial Management Regulation, Vol 7, Part A, (DoDFMR Vol. 7A).
<http://www.dtic.mil/comptroller/fmr/>
4. SECNAVINST 1770.3.
5. MCO P1050.3, Requirements for Leave, Liberty and Administrative Absence.
6. MCO 1050.14 Excess Leave Program
7. MCO 1050.16 Appellate Leave Awaiting Punitive Separation
8. MCO P1070.12, Individual Records Administration Manual, (IRAM).
9. MCO P1080.20, Marine Corps Total Force System Codes Manual, (MCTFSCODESMAN).). (When codes not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)
10. MCO 1130.62 Command Recruiting Program
11. MCO P1400.31 Volume 2, Enlisted Promotion Manual
12. MCO P1400.32 Volume 1, Officer Promotion Manual
13. MCO 1770.1 NOE Benefits
14. MCO 1770.2, Notice of Eligibility (NOE) Benefits for Members of the Marine Corps Reserve.
15. MCO P1900.16 Marine Corps Separations Manual
16. MCO P3040.4 Marine Corps Casualty Procedures Manual.
17. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM).
18. MCO 5800.10A Return of USMC Absentees
19. MCO P5800.16, Marine Corps Manual for Legal Administration (LEGADMINMAN).
20. MCO 6320.2 Administration and Processing of Hospitalized Marines
21. DFAS 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM) (<https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/>).
22. DFAS-HQ/FM Memorandum dated 19 February 1997 (Amended Treasury Regulations Section 112, Combat Zone Tax Exclusion).

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SECTION 1: LEAVE INFORMATION

70100. INTRODUCTION.

1. The different categories of this Section are those items that pertain to all types of Leave. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
061 000 TO ADMIN SEP LV (____)RUC____	REG	N	Y
062 000 Fr ADMIN SEP LV (____)RUC____	HQ REG	Y	Y
110 000 TO EXCESS LV LAW ED____	HQ REG	Y	Y
111 000 FR EXCESS LV LAW ED____	HQ REG	Y	Y
115 020 ON ANN LV ____ TO ____	HQ REG	Y	Y
115 021 ON EMERG LV ____ TO ____	HQ REG	Y	Y
115 022 ON SK LV ____ TO ____	HQ REG	Y	Y
115 023 ON SPL LV ____ TO ____	HQ REG	Y	Y
115 025 ON ANN LV OS AREA ____ TO ____	HQ REG	Y	Y
115 026 ON EMERG LV OS AREA ____ TO ____	HQ REG	Y	Y
115 027 ON SK LV OS AREA ____ TO ____	HQ REG	Y	Y
115 028 ON SPL LV OS AREA ____ TO ____	HQ REG	Y	Y
115 030 TO LWAS ____ SEP DATE ____	HQ REG	N	Y
321 000 CHG LV ____ (01) ONLY	HQ REG	Y	Y
321 001 CHG LV ____ TO ____ (____)	HQ REG	Y	Y
400 000 LV ____ DAS ADV CAR FWD	HQ REG	N	N
400 001 PD ____ DAS LSL ____ SAVED	RES	N	Y
401 000 LSL ____ DAS	HQ REG RES	N	N
440 000 STRT CLB DUE ____ .0 ED ____	HQ REG RES	N	N
440 001 STRT CLB DUE ____ .5 ED ____	HQ REG RES	N	N

70101. LEAVE (TTC 115).

Leave is reported for crediting subsistence (enlisted personnel) and updating the automated leave record. The following guidelines apply:

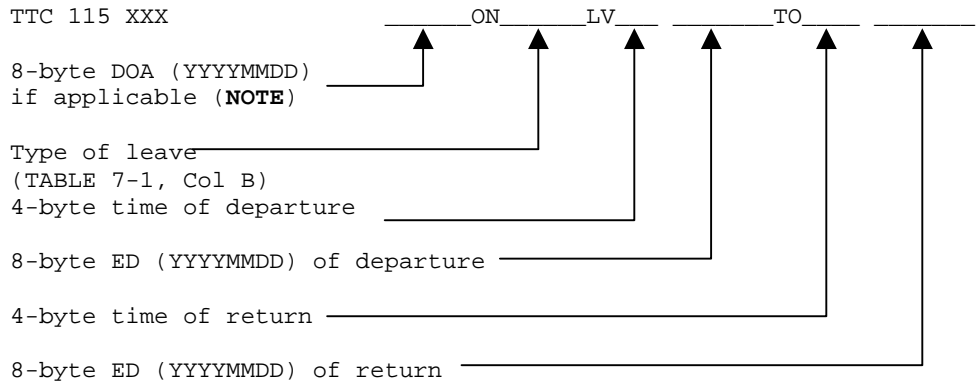
1. Delay enroute and leave taken while enroute to and from or between TAD sites will be reported by the Finance Officer (FO) at the time PCS/TAD orders are processed for payment. It is the CO's responsibility to report unauthorized absences in conjunction with PCS/TAD movements. (See Chapter 6.) Where such absences have been excused, the FO will report an extended period of delay on the basis of a memorandum endorsement to PCS orders issued by the CO, as required by the MCTIM and ACTSMAN. Additional information concerning leave is contained in MCO P1050.3. Information concerning the computation and reporting of elapsed time is contained in the MCTIM and ACTSMAN.

2. Marines may not sign in off leave on Friday, only to start leave on the following Monday. Once leave starts, all calendar days (duty days, non-duty days, holidays, etc.) are charged as leave.

3. If leave is interrupted by hospitalization, terminate the Marine's leave as of 2359 hours on the date prior to the first day of hospitalization. Report leave taken subsequent to the Marine's hospitalization status as a separate period, ensuring that the commencement time of the subsequent leave period is 1 minute past the ending time of the Marine's hospitalization status. For example, a Marine schedules leave from 1600 20000814 through 0600 20000830. During the leave period, the Marine is hospitalized from 1400 20000820 through 1000 20000822. The initial leave period would be reported as 1600 19980814 through 2359 20000819, and the period of leave taken subsequent to hospitalization would be reported as 1001 20000822 through 0600 20000830.

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4. When the Marine dies while on leave, terminate leave at 2359 on the day prior to the date of death. (See MCO P1050.3.)
5. When the Marine fails to report upon termination of an authorized period of leave, the entry to report termination of leave will be reported. On the next UD, the Marine will be reported to the status; for example, Unauthorized Absence (UA), In Hands of Civil Authorities (IHCA), or In Hands of Foreign Authorities (IHFA), as is directed by the applicable paragraphs of this chapter.
6. Upon return from a period of leave the times and dates reported are the time and date the Marine actually departed and the time and date the Marine returned from leave. Report as follows:



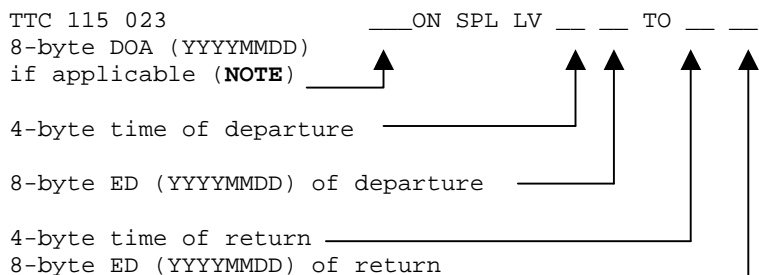
NOTE: The action date will be the same as the date the leave was terminated; for **EXAMPLE**, 20001015 ON ANN LV 1630 20001001 TO 0730 20001015.

7. A period of leave that extends over the date of reenlistment, or the date the first extension of enlistment becomes effective must be reported as two leave periods. The first period of leave must terminate on the date the old term of service expires and must be reported prior to or with the reenlistment or extension statement; otherwise, the leave taken prior to the reenlistment or extension date will not post and update the leave account. The second period of leave must begin on the first day of the new enlistment or first extension. No period of leave may be reported on prior service that has been closed out by a reenlistment or first extension. Prepare a NAVMC 11116 to local FO to account for these periods.

8. If the leave period includes both earned and excess leave, refer to subparagraph 70101.6 below for reporting instructions. If the Marine is assigned to an overseas location and is returning from a period of leave in CONUS, the Marine's itinerary must be shown as a HIST: statement.

70102. SPECIAL LEAVE (TTC 115 023).

1. When a service member is authorized special leave for an extension for an overseas restricted tour, TTC 115/023 is required to be reported to ensure a member's COLA is checked for periods of leave in excess of 30 days.



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NOTE: Special leave applies to special incentive leave for extensions of overseas Dependents-restricted tours only. Refer to the APSM.

70103. EXCESS LEAVE/ADVANCE LEAVE..

1. MCTFS will automatically compute excess leave and make the required pay deductions when an **ON ANN LV** entry is reported. The RU will receive a message on the DFR stating that all or a portion of the reported leave period is excess leave. Upon receipt of the DFR message, the RU must ensure that the leave period is actually excess leave and is not advance leave based on potential leave accrual for an extension of enlistment. Determine if the Marine has agreed to an enlistment extension.

a. If an extension agreement exists, determine if the leave was taken before or after the extension agreement date.

(1) If the leave period was before the extension agreement date, report the period as excess leave as shown in subparagraph 70101.

(2) If the leave period was on or after the extension agreement date, determine if the leave period includes advance leave (up to 30 days), excess leave, or both, after considering the enlistment extension.

b. If no extension exists, and the entire period of leave is excess leave, no further UD action is required.

2. If all or a portion of the leave is **advance leave**, prepare a NAVMC 11116 (Miscellaneous Pay Order/Special Payment Authorization) requesting the finance officer to report the advance leave period. The "OTHER" block of the NAVMC 11116 must contain the "ON LV" statement showing only the dates of the advance leave and the statement "SNM agreed to extend enlistment for XX months on (date of agreement)." The portion of the leave that is determined to be excess leave, if any, must be reported on the UD after the finance officer has reported the advance leave period.

3. If excess leave has been charged and it is not excess after considering potential leave earnings during the term of the extension, prepare a NAVMC 11116 requesting the FO credit pay and allowances for the leave period, and correct the leave balance.

4. Marines who are erroneously charged leave and Marines who are erroneously charged too many days leave must be given credit for the number of days leave erroneously charged. This will be done by reporting either a DELETE/ADD statement or a DELETE AS ERR statement, whichever is appropriate. The following information and TABLE 7-1, are pertinent to the DELETE/ADD and DELETE AS ERR statements:

a. Leave dates that precede the leave account begin date may not be corrected by UD statement and will not post to the MMPA. In these instances, the cognizant FO should be notified. The leave account begin date is the date of enlistment, induction, commissioning, assignment to AD, reenlistment, or ED of first extension of current enlistment. Leave taken prior to leave account begin date and not reported will require a checkage to a Marine's MMPA if unused leave was settled by cash. Conversely, leave erroneously charged will cause a credit to a Marine's MMPA. The same situations will require a credit or debit to the Marine's leave account if the unused leave was carried forward.

b. Leave statements reported within 13 months of the beginning date of the leave will update the MMPA and leave account. Leave statements corrected within 13 months after being erroneously reported by UD statement will update the MMPA and the leave account.

c. Leave statements reported on the UD beyond 13 months from the beginning date of the leave period will not update MCTFS. Contact the FO for record correction.

d. When a Marine stationed in an overseas area returns from emergency leave in CONUS, the RU will ensure that the appropriate entries are reported to credit TAD rations for periods of transportation in conjunction with the emergency leave.

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70104. LEAVE WHILE AWAITING SEPARATION (LWAS) (TTC 115 030)

When leave while awaiting separation or retirement has been granted by the commander per MCO P1050.3. If the Marine is on leave at the time of separation and does not return to be separated, leave will be charged up to and including the last day of AD. Should the member go into an excess leave status, all pay and allowances will stop. Report the following:

TTC 115 030 TO LWAS _____|

4-byte time leave begins (HHMM) ↑

8-byte ED (YYYYMMDD) leave begins _____ ↑

8-byte ED (YYYYMMDD) separation _____ ↑

70105. CHARGED LEAVE DUE TO EXCUSED UA (TTC 321).

When UA has been reported and the UA is later excused by competent authority, determine the days to be counted as leave. Consider both the day of departure and the day of return as a day of leave, regardless of time. The leave may be reported in periods of one day only or two days or more. Report as follows:

TTC 321 000 CHG LV _____ (01) ONLY|

8-byte date _____ ↑

or

TTC 321 001 CHG LV _____ TO _____ (____)|

8-byte FR TO dates _____ ↑

3-byte number of days _____ ↑

70106. ADVANCE LEAVE BALANCE (TTC 400).

1. If a Marine has an Advance Leave Balance upon discharge for immediate reenlistment (per Chapter 3, Section 3 REENLISTMENTS), or upon execution of an extension to the current enlistment or upon change from enlisted to officer status, the Marine must choose one of the following options:

a. Elect to have the Advance Leave Balance charged as Excess Leave, plus the required leave nonaccrual.

b. Elect to have the entire Advance Leave Balance carried forward.

c. Elect to carry part of the Advance Leave Balance forward, with the remainder to be charged as excess leave, plus the required leave nonaccrual.

2. Report as follows:

TTC 400 000 _____ LV _____ DAS ADV CAR FWD

DOA YYYYMMDD _____ ↑

(NOTE 1)

Number of days _____ ↑

(NOTE 2)

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NOTE 1: Action Date must be the day before the reenlistment and must be reported on the first UD submitted after the UD that reported the reenlistment.

NOTE 2: Complete the statement by entering the number of days of advance leave carried forward. Number of days is shown as 15.0 for 15 days; 06.5 for 6 1/2 days; 02.0 for 2 days; 00.5 for 1/2 day. Note that for 9 days or less, the number is preceded with a zero; also, the manner to indicate 1/2 day by the use of '00.5'.

70107. LUMP SUM LEAVE (LSL) (TTC 400).

1. The limitation of 60 days entitlement to unused leave settlement during a military career requires that certain record keeping tasks be performed. Refer to APSM and the DoDFMR, Vol 7A. The LSL record for Marines reenlisting with broken service and former members of the Army, Navy, Air Force, and Coast Guard enlisting in the Marine Corps will be established by the DFAS-KCC (CPJ21) after the unit has submitted a request to obtain LSL verification.

a. The LSL record will be printed on the LES:

- (1) When the record is established.
- (2) On the annual LES.
- (3) Monthly, commencing 4 months prior to a Marine's ECC.
- (4) On the separation/discharge LES.
- (5) When an adjustment is made to the MCTFS record.

b. The CO is responsible for the correctness of the LSL record, and will use the following statement to correct erroneous records:

TTC 401 000 _____ LSL . _____ DAS

8-byte ED (YYYYMMDD) ↑ ↑
LSL last settled ————

3-byte cumulative number of
days settled to the half day; ————
for example, 38.0, 27.5, 00.5

c. Reservists receiving pay and allowances while in a disability pay status do not accrue leave and are not entitled to LSL beyond the ending date of the AD orders.

d. LSL paid for Reservists ordered to AD (other than for training) in support of Operation Desert Shield/Storm or other contingency operations is not included in the cumulative total Career LSL.

2. Reserve Marines ordered to AD for 31 days or longer are transferred to AD within MCTFS. When a transaction correcting the career LSL record for a Reserve Marine is reported in MCTFS, the Marine's Reserve unit is advised on the advisory report. If the ED of the transaction is on or after the career LSL record action date, the MCTFS record will be changed. If the ED of the transaction is prior to the LSL record action date, the MCTFS record will not be changed. In either case, the RU will verify the Marine's career LSL and confirm the change with the CO, if necessary.

3. Reservists who perform 30 or more consecutive days of AD are entitled to settlement for LSL, provided they have not already been paid 60 days LSL during their career. To qualify for leave accrual and LSL settlement, the AD period may be a single continuous period or may consist of multiple consecutive AD periods which equal or exceed 30 days. Usually, the AD was paid through the Reserve pay account and the Marine was not transferred to AD within MCTFS. The Reserve unit must compute the number of days of leave earned but not used. The Reserve unit will process the below entry, which will make a monetary credit to the member's

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account and update the career LSL record. Refer to table 35-1 of the DoDFMR, Vol. 7A, to determine the reservist's entitlement to LSL. Report as follows:

TTC 400 001 PD____.____DAS LSL 00.0 SAVED|

8-byte ED (YYYYMMDD) ↑

AD completed ————

3-byte number of days LSL ↑

to nearest half day ————

a. Reserve Marines ordered to AD for a continuous period of 31 days or longer are transferred to AD within MCTFS. LSL settlement for these Marines is reported and paid to a Reserve Marine through MCTFS. Reserve RU's will monitor the Visual Inquiry System (VIS) and the LES to ensure that the career LSL settlement record is updated properly.

b. When an LSL settlement paid through MCTFS causes the Marine's career LSL record to exceed 60 days, (except as the result of a contingency operation) the unit and the DFAS-KC/FSJV, will be advised on the advisory report and will do the following:

(1) The DFAS, will determine the amount the Marine was overpaid and comply with the liquidation of indebtedness procedures published in MCO P7220.42.

(2) If the LSL record is in error, the units will inform the DFAS-KC/FSJV, of the correct career LSL total by message, and report the correct career LSL using the appropriate UD statement provided above.

(3) If the LSL record is correct, the unit will not report a UD statement reducing the LSL record to 60 days until a notification of indebtedness is received from the DFAS-KC/FSJV.

(4) If a notification of indebtedness is not received within 90 days after the advisory, the unit will submit a tracer to the DFAS-KC/FSJV.

70108. CAREER LUMP SUM LEAVE (LSL) (TTC 401).

1. Reserve Marines ordered to AD for 31 days or longer are transferred to AD within MCTFS. When a transaction correcting the career LSL record for a Reserve Marine is reported in MCTFS, the Marine's Reserve unit is advised on the advisory report. If the ED of the transaction is on or after the career LSL record action date, the MCTFS record will be changed. If the ED of the transaction is prior to the LSL record action date, the MCTFS record will not be changed. In either case, the RU will verify the Marine's career LSL and confirm the change with the CO, if necessary.

2. LSL Settlement. Reservists who perform 30 or more consecutive days of AD are entitled to settlement for LSL, provided they have not already been paid 60 days LSL during their career. To qualify for leave accrual and LSL settlement, the AD period may be a single continuous period or may consist of multiple consecutive AD periods which equal or exceed 30 days. Refer to table 35-1 of the DoDFMR, Vol. 7A, to determine the reservist's entitlement to LSL.

3. Reserve Marines ordered to AD for a continuous period of 31 days or longer are transferred to AD within MCTFS. LSL settlement for these Marines is reported and paid to a Reserve Marine through MCTFS. Reserve RU's will monitor the Visual Inquiry System (VIS) and the LES to ensure that the career LSL settlement record is updated properly.

4. When an LSL settlement paid through MCTFS causes the Marine's career LSL record to exceed 60 days, (except as the result of a contingency operation) the unit and the DFAS-KC/FSJV, will be advised on the advisory report and will do the following:

a. The DFAS, will determine the amount the Marine was overpaid and comply with the liquidation of indebtedness procedures published in MCO P7220.42.

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b. All RU's will audit the Marine's career LSL record.

(1) If the LSL record is in error, the units will inform the DFAS-KC/FSJV, of the correct career LSL total by message, and report the correct career LSL using the appropriate UD statement provided in paragraph 70101.

(2) If the LSL record is correct, the unit will not report a UD statement reducing the LSL record to 60 days until a notification of indebtedness is received from the DFAS-KC/FSJV.

(3) If a notification of indebtedness is not received within 90 days after the advisory, the unit will submit a tracer to the DFAS-KC/FSJV.

5. The CO is responsible for the correctness of the LSL record, and will use the following statement to correct erroneous records:

```
TTC 401 000      _____LSL____.____DAS|
                  ^           ^
                  |           |
8-byte ED (YYYYMMDD)  LSL last settled
LSL last settled
3-byte cumulative number of
days settled to the half day;
for example, 38.0, 27.5, 00.5
```

70109. COMBAT LEAVE (TTC 440).

1. Combat leave (CL) is regular leave earned for service in a designated combat zone tax exclusion (CZTE) area or hospitalized as a result of wounds, disease, or injury incurred while serving in a CZTE area. Effective January 1, 1996, any regular leave, taken or paid while serving in a designated combat zone or after leaving a combat zone will be first charged to a member's combat leave balance until it is exhausted, using the combat leave rule: **First Leave Used is Combat Leave**. The maximum number of days that may be earned for any month is 2.5 days. If a member currently has a Combat Leave Balance (CLB) for combat leave earned prior to January 1, 1996, any leave taken or paid in 1996 or future years is to be applied to a member's combat leave balance until it is exhausted. When annual leave is reported or LSL is paid and the member has a CLB, the MCTFS will automatically reduce a member's CLB until it is reduced to zero.

2. The CLB is displayed monthly in block 27 of the LES and a history is maintained on the Combat Leave 988 Remark. The CLB is maintained separately in the MCTFS to identify the number of days a service member may be entitled to a reduction in monthly taxable income for leave taken or LSL paid after leaving a CZTE area or hospitalized as a result of wounds, disease or injury incurred while serving in a CZTE area. **First Leave Used is Combat Leave**. A service member's pay grade (enlisted, warrant officer or commissioned officer) and location are two factors considered when determining if wage/tax exclusion provisions apply. (refer to Chapter 8).

3. When a member's CLB is incorrect, compute the correct leave balance and report the following UD entry:

a. Use the following statement to correct a Marine's CLB when the number of days leave ends in zero (i.e., 10.0, 45.0 and 60.0.)

```
TTC 440 000      STRT CLB DUE____.0 ED____.
                  ^           ^
3-byte numeric CBT LV BAL  8-byte ED (YYYYMMDD)
```

b. Use the following statement to correct a Marine's CLB when the number of days leave ends in .5 (i.e., 10.5, 45.5 and 60.5).

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TTC 440 001 STRT CLB DUE____.5 ED____|

3-byte numeric CBT LV BAL ↑

8-byte ED (YYYYMMDD) ↑

NOTE: The 8-byte ED is the last day of the preceding month. For example, if the current date equals 20001220 the ED would be 20001130.

c. If the member's combat leave was earned before the MCTFS's automated process was implemented, manual intervention by the FO is required. Prepare a NAVMC 11116 and provide a copy of the combat leave worksheet to the FO. The NAVMC 11116 must contain the member's adjusted CLB, UD number, and date the CLB transaction was reported.

d. File the original Combat Leave Worksheet in the Marine's OQR/SRB.

70110. EXCESS LEAVE PROGRAM (ELP)(LAW).

1. MCO P5800.16, Chapter 19, contains information, guidance and instructions for the administration of the ELP(L). Marines assigned duty in the ELP(L) are in an AD nonpay status and the Marine's MMPA is placed in an excess leave status to suspend pay and allowances.

a. Report the following entry when a Marine is initially assigned to the ELP(L). The ED of assignment will be after the Marine reports to the permanent duty station to which assigned during the program, but not later than 0800 on the day before the first scheduled law school class. After the join has been posted in MCTFS, report the following entry:

TTC 110 000 TO EXCESS LV LAW ED____|

8-byte ED (YYYYMMDD) ↑

b. Report the following entry when the Marine completes the program, performs duties during law school summer vacation, or is terminated from the program:

TTC 111 000 FR EXCESS LV LAW ED____|

8-byte ED (YYYYMMDD) the excess
leave status is fully terminated ↑

2. Questions regarding excess leave law should be directed to DFAS-KCC (FCMS) at commercial (816) 926-7859 DSN 465-7859.

70111. ADMINISTRATIVE SEPARATION LEAVE (TTC 061/062).

Upon commencement of a period of authorized leave granted a Marine awaiting an administrative discharge, report the TO ADMIN SEP LV statement shown below. Include the number of days accrued leave, computed to the day the Marine departs on leave, as part of the entry. This is a 2-byte entry and all half days of credit will be **rounded up** to the next whole number. If the Marine is in an advance leave status, report (00).

TTC 061 000 TO ADMIN SEP LV____RUC____|

2-byte number of days accrued
leave or 00 as appropriate ↑

5-byte (Present) RUC ↑

2. RU's must ensure that all reportable data concerning the Marine is reported on the UD prior to reporting the Marine to administrative separation leave. The RU must contact the cognizant FO and ascertain which pay-related entries must be reported on the UD prior to reporting the TO ADMIN SEP LV entry.

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3. Computer processing of the TO ADMIN SEP LV (___) entry will automatically generate a strength category of 'M', and suspend pay and allowances upon the expiration of accrued leave. When the Marine is in an advanced leave status, pay and allowances will be suspended effective the first day of leave.

4. After the TO ADMIN SEP LV (___) entry has been processed, only the following items may be reported by UD to update the Marine's MMPA.

a. A RU joining a Marine who is in an administrative separation leave status must report the join with the statement JOIN MCC___ADMIN SEP LV. Normally, this will occur only when accountability changes while the Marine is on administrative separation leave. Computer processing of the JOIN MCC___ADMIN SEP LV entry will automatically generate a change of RUC and MCC for the Marine concerned. The RU that is transferring the Marine must not report a transfer entry on the UD as the transfer entry would be rejected by the computer.

b. The statement FR ADMIN SEP LV will be reported to terminate a Marine's administrative separation leave. Normally, this would occur only when additional proceedings necessary for the execution of the discharge require the Marine's return to duty. The action date to be used is the date of return to the duty station. Report as follows:

TTC 062 000 FR ADMIN SEP LV RUC___|

5-BYTE RUC_____↑

c. When a Marine is ordered released from AD while in an administrative separation leave status, report the appropriate separation statement. Do not report the FR ADMIN SEP LV statement to terminate the Marine's administrative separation leave status.

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TABLE 7-1--REPORTING LEAVE RULES.

R U L E	A	B	C	D
	If the leave involves	and the type of leave is	then report the following statement with an action date, if applicable, and the time and date the Marine departed on leave, and the time and date the Marine returned from leave	TTC
1	departure from and travel within CONUS	annual	ON ANN LV (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 020
2		emergency	ON EMERG LV (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>) (See subparagraph 70101 for special instructions concerning emergency leave from an overseas command to CONUS.)	115 021
3		sick (NOTE 1)	ON SK LV (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 022
4		Excess (par 70103)	ON ANN LV (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 020
5	departure to leave from an overseas duty station and the leave is taken in an overseas area	annual	ON ANN LV OS AREA (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 025
6		emergency	ON EMERG LV OS AREA (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 026
7		sick	ON SK LV OS AREA (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 027
8		special (NOTE 2)	ON SPL LV OS AREA (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 028
9		excess (par 70103)	ON ANN LV OS AREA (<u>time</u>) (<u>date</u>) TO (<u>time</u>) (<u>date</u>)	115 025

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TABLE 7-1 CONTINUED--RULES FOR REPORTING LEAVE.

R U L E	A	B	C	D
	If the leave involves	and the type of leave is	then report the following statement with an action date, if applicable, and the time and date the Marine departed on leave, and the time and date the Marine returned from leave	TTC
10	departed from an overseas duty station and the leave is taken in a CONUS area	SPECIAL	ON SPL LV (Time)(Date)to (Time) (Date)	115 023
11	departure to appellate leave (par 70505)		TO APL LV ()RUC() (NOTE 3)	061 001
12	departure to administrative separation leave		TO ADMIN SEP LV () RUC()	061 000
13	departure to separation (terminal) leave		TO LWAS (time) (date lv strts) (sep date)	115 030

NOTE 1: Because of pay status considerations; for example, COMRATS, BAS, ensure that an FR SK entry is reported prior to an ON SK LV entry.

NOTE 2: Special leave applies to special incentive leave for extensions of overseas dependents-restricted tours only. Refer to MCO P7220.42.

NOTE 3: A credit for leave rations will be generated for the remaining number of days of annual leave available.

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TABLE 7-2--CORRECTING LEAVE PERIODS.

R U L E	A	B	C	D	E	F	G	H	I
	If a period of leave was	and is within leave account begin date	and is not within current leave account begin date	and is within current 13 months	and is beyond current 13 months	report delete add UD state-ment	report delete as erroneous UD state-ment	report leave as UD state-ment	request leave correction by the FO (NOTE 1)
1	not reported and charged to the leave account	X		X				X	
		X			X				X
			X						X
2	reported and charged to the leave account and should not have been	X		X			X		
		X			X				X
			X						X
3	reported and charged to the LV account and the dates are incorrect	X		X		X			
		X			X See NOTE 2				X

NOTE 1: FO must manually adjust monetary amounts in MMPA.

NOTE 2: Delete/Add will not work if the date of departure for the add is different from the original date of departure.

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SECTION 2: SICK/MISSING STATUS

70200. INTRODUCTION.

1. This Section pertains to Sick Status or (Lawyer Program) Excess Leave Status. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
104 000 TO SK____WIA____HOSP	HQ REG	Y	Y
104 001 TO SK____ILL____HOSP	HQ REG	Y	Y
104 002 TO SK____ILL____OTHER	HQ REG	Y	Y
104 003 TO SK____ILL____QTRS	HQ REG	Y	Y
104 004 TO SK____INJ____DISP	HQ REG	Y	Y
104 005 TO SK____INJ____HOSP	HQ REG	Y	Y
104 006 TO SK____INJ____OTHER	HQ REG	Y	Y
104 007 TO SK____INJ____QTRS	HQ REG	Y	Y
104 008 TO SK____WIA____DISP	HQ REG	Y	Y
104 009 TO SK____WIA____OTHER	HQ REG	Y	Y
104 010 TO SK____WIA____HOSP	HQ REG	Y	Y
104 011 TO SK____ILL____DISP	HQ REG	Y	Y
104 012 TO SK____INJ____DRUG REHAB HOSP	HQ REG	Y	Y
104 013 TO SK____ILL____DRUG REHAB HOSP	HQ REG	Y	Y
104 014 TO SK____INJ____ALCOH REHAB HOSP	HQ REG	Y	Y
104 015 TO SK____ILL____ALCOH REHAB HOSP	HQ REG	Y	Y
104 016 TO SK____ILL____FIELD HOSP	HQ REG	Y	Y
104 017 TO SK____INJ____FIELD HOSP	HQ REG	Y	Y
104 018 TO SK____WIA____FIELD HOSP	HQ REG	Y	Y
105 000 FR SK____	HQ REG	Y	Y
220 000 MIA SINCE____	HQ	N	N
221 000 RET FR MIA____	HQ	N	N
223 000 MIS SINCE____	HQ REG RES	Y	Y
224 000 RET FR MIS____	HQ REG RES	Y	Y
225 000 CPTR SINCE____	HQ REG	Y	Y
226 000 RET FR CPTR____	HQ REG	Y	Y
227 000 ITD SINCE____	HQ REG	Y	Y
228 000 RET FR ITD____	HQ REG	Y	Y
229 000 DETND SINCE____	HQ REG	Y	Y
230 000 RET FR DETND____	HQ REG	Y	Y

70201. COMBAT CASUALTIES - SICK STATUS (TTC 104/105).

1. Information concerning combat casualties must be reported by UD. This paragraph contains instructions for reporting **hospitalization as a result of wounds received** while serving in a combat committed unit. Refer to paragraph 70202 for instructions to report injury or illness incurred while serving in a unit that is not combat committed.

2. Wounds that **do not** result in hospitalization, incapacity in excess of 24 hours, or a line of duty investigation will be reported with a HIST: statement.

3. In addition to reporting the Marine's status of sick, other reporting may be required as follows:

a. If the Marine was not previously entitled to hostile fire pay, he may become entitled as a result of the wound or hospitalization.

b. If the wound or hospitalization affects entitlement to incentive pay for hazardous duty, report the appropriate.

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c. If hospitalization involves a change in the location of the Marine, report the correct individual location.

4. A UD entry reporting hospitalization as a result of wounds causes the automatic assignment of strength category 'T' to the CMF for the Marine. Use the appropriate statement shown below to report commencement of sick status as a result of being wounded in action:

70202. SICK STATUS - INJURY, ILLNESS, HOSPITALIZATION, OR REHABILITATION (TTC 105)

1. The following occurrences must be reported as an action statement, except when the Marine has been reported to confinement; then the to and from sick entries will be reported as a history statement. If the Marine is released from confinement while still hospitalized, the occurrence will then be reported as an action statement using the date of release from confinement as the date of the occurrence.

a. All periods of hospitalization including sick in quarters or dispensary. Personnel are considered sick in quarters if they are sick and have been **directed by medical authorities** to remain in quarters.

b. Transfer from one hospital to another.

c. Injury or illness (other than wounds) incurred while serving in a combat committed unit. Wounds received in combat are reported per paragraph 70501.

d. Hospitalization of a reservist as a result of injury received while performing AD for training or temporary AD 30 days or less. Additional administrative requirements are in SECNAVINST 1770.3.

2. In addition to reporting the Marine's status of sick the following related items will be reported as required.

a. Strength category (see Chapter 6 Section 6) will be reported when the Marine is:

(1) Hospitalized as a result of injury or illness incurred while serving in a combat committed unit. (No change if not hospitalized and not evacuated.)

(2) Hospitalized (other than combat committed unit) in 31 days or more and the Marine remains in the same monitored command. Report the change of strength category on the 31st day of hospitalization.

b. If the Marine is in a **combat committed unit** and was not previously entitled to hostile fire pay, he may become eligible as a result of the injury or hospitalization.

c. If the Marine is in a **combat committed unit** and the injury or hospitalization affects entitlement to incentive pay for hazardous duty, report the appropriate statement. Refer to DoDFMR, Vol. 7A, concerning entitlement

d. If hospitalization is due to intemperate use of alcohol or drugs, the Marine's entitlement to pay and allowances may be affected. Alcohol/drug rehabilitation when carried out at a hospital where the Marine becomes an inpatient should be considered hospitalization. Such Marines are required to pay for their rations during hospitalization.

e. A change of location may result from hospitalization.

f. If the Marine is TAD 31 days or more and the TAD unit commander starts COMRATS/BAS, then the subsistence must be started again upon reporting FR SK.

g. If a reservist is authorized a Notice of Eligibility.

3. When a Marine is reported TO SK, computer processing of that entry will automatically stop the entitlement to COMRATS/BAS and will start hospital rations. There is no requirement to report either a "START" or "STOP" COMRATS/BAS in this case. However, a Marine admitted to a hospital must pay for all meals (hospital rations) provided while in the hospital.

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4. Table 7-4 contains the statements to be used to report the Marine to sick.

TTC 105 000 TO SK____|

4-byte time _____



5. Upon return to duty, report the statement shown below. Duty status will be reported (Chapter 4 Section 4) **only if it is other than full duty**. Ensure that all information that has changed is reported; for example, strength category, HFP entitlement, incentive pay entitlement, individual location, or billet MOS.

TTC 105 000 FR SK____|

4-byte time _____



NOTE: Report all available details in a history statement.

6. Computer processing of the "FR SK" entry will automatically stop entitlement to hospital rations. COMRATS/BAS will automatically restart if there was an entitlement at the start of the hospitalization period, with the exception of Marines who were in a TAD EXCESS status prior to the hospitalization. In that instance, the TAD unit commander restarts the entitlement to COMRATS/BAS after reporting "FR SK." Marines admitted to a Veterans Administration or civilian hospital must have their hospital rations checked. The CO must prepare a DD 139 (Pay Adjustment Authorization) ensuring the amount to be checked is annotated (refer to the current MCBul 10110 for the proper amount to be deducted) and forward it directly to DFAS-KC, Directorate for Military Pay, Support Services Division, Input Control and Payroll Reconciliation Section (FCRAI), Kansas City, MO 64197-00001.

70203. SICK-MISCONDUCT (TTC 394/395/396).

1. The conditions when pay is forfeited for absence due to disease are contained in 10315, DoDFMR, Vol. 7A. The day of admission to the sick list is a day of absence and day of discharge from the sick list is a day of duty when computing the period of absence on account of misconduct.

2. Sick-Misconduct will not be reported on the UD until a reviewing officer exercising General Court Martial jurisdiction has approved a finding of misconduct not in the line of duty in a JAG Manual investigation. Once approved, (misconduct was due to a disease caused by and immediately following the intemperate use of alcoholic beverage or habit-forming drugs) report the statement. Whether pay is forfeited or not, ensure that time lost is reported as required by Section 4 of this chapter.

TTC 394 000 STRT SICK MC____|HIST:AUTH____|

8-byte ED (YYYYMMDD) status
commences for forfeiture of pay _____

Show the authority _____



3. When the Marine is found fit for duty by medical authorities, to start entitlement to pay if the ECC has not expired, report as follows:

TTC 395 000 STOP SICK MC____|HIST:AUTH____|

8-byte ED (YYYYMMDD) status
terminates forfeiture of pay _____

Show the authority _____



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4. When approval of the findings are received after the sick-misconduct period has terminated, report as follows:

TTC 396 000 CHEK SICK MC _____ TO _____ | HIST:AUTH _____ |

8-byte ED (YYYYMMDD) inclusive
of checkage for forfeiture of pay

Show the authority _____

5. In the case of a hospitalized Marine pending a Misconduct determination who is released from the hospital prior to the receipt of the misconduct determination, report time lost on the UD at the time the final determination of misconduct is received from the officer exercising general court-martial JURIS. See Section 4 of this chapter for the lost reporting.

70204. MISSING STATUS (TTC 220/223/224/225/226/227/228/229/230).

1. Missing status refers to the status of a member of a uniformed service who is officially carried or determined to be absent in a status of Missing. Missing persons become "not-chargeable" from the date of disappearance. Combat committed units will transfer persons carried in the above categories to the Missing and Captured Unit, HQMC, when directed by the CMC (MH). A person declared missing is further explained in MCO P3040.4. Care will be exercised to ensure that personnel voluntarily absent are not reported under the below categories. Report as follows:

a. Missing. **This entry is reportable by CMC only:**

TTC 223 000 MIS SINCE _____ | HIST: _____ |

4-byte time _____

Location and narrative to provide
details and circumstances _____

NOTE: Do not report a UD entry unless directed by the CMC (MRC). Missing status will not be reported when the casualty is Duty Status - Whereabouts Unknown (DUSTWUN). This status is a transitory casualty status that is used when the commander suspects the member may be a casualty, but whose absence is involuntary, not known to be UA, but the commander does not feel sufficient evidence currently exists to make a definite determination of "deceased", or a recommendation that the member be declared missing. Refer to Chapter 5, MCO P3040.4, Marine Corps Casualty Procedures Manual, for further guidance.

b. Missing in Action. **This entry is reportable by CMC only.**

TTC 220 000 _____ MIA SINCE _____ |

8-byte ED (YYYYMMDD) _____

4-byte TIME _____

c. Interned.

TTC 227 000 ITD SINCE _____ | HIST: _____ | (ACTIVE ONLY)

4-byte time _____

Location and narrative to provide
details and circumstances _____

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d. Captured.

TTC 225 000 CPTR SINCE_____ | HIST:_____ | (ACTIVE ONLY)
 4-byte time _____ ↑
 Location and narrative to provide
 details and circumstances _____ ↑

d. Detained.

TTC 229 000 DETND SINCE_____ | HIST:_____ | (ACTIVE ONLY)
 4-byte time _____ ↑
 Location and narrative to provide
 details and circumstances _____ ↑

c. Returned from Missing Status

TTC 221 000 _____RET FR MIA_____ | HIST:_____ | (ACTIVE ONLY)
 TTC 224 000 _____RET FR MIS_____ | HIST:_____ | (ACTIVE ONLY)
 TTC 226 000 _____RET FR CPTR_____ | HIST:_____ | (ACTIVE ONLY)
 TTC 228 000 _____RET FR ITD_____ | HIST:_____ | (ACTIVE ONLY)
 TTC 230 000 _____RET FR DETND_____ | HIST:_____ | (ACTIVE ONLY)
 8-byte ED (YYYYMMDD) _____ ↑
 4-byte time of return _____ ↑
 Narrative to provide details of circumstances _____ ↑

NOTE: Report Duty Status, Strength Category, and Billet MOS per Chapter 4 Section 4; Chapter 6 Section 6; and Chapter 5, Section 9.

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TABLE 7-3--REPORTING A MARINE TO SICK.

R U L E	A	B	C	D
	If the Marine is sick due to	and disposition is	then report	TTC
1	illness	hospital	TO SK____ILL____HOSP	104 000
2		other	TO SK____ILL____OTHER	104 001
3		quarters	TO SK____ILL____QTRS	104 002
4		dispensary	TO SK____ILL____DISP	104 011
5		field hospital	TO SK____ILL____FIELD HOSP	104 016
6		alcohol REHAB	TO SK____ILL____ALCOH REHAB HOSP	104 015
18		drug REHAB	TO SK____ILL____DRUG REHAB HOSP	104 013
7	injury	dispensary	TO SK____INJ____DISP	104 003
8		hospital	TO SK____INJ____HOSP	104 004
9		other	TO SK____INJ____OTHER	104 005
10		quarters	TO SK____INJ____QTRS	104 006
11		field hospital	TO SK____INJ____FIELD HOSP	104 017
12		alcohol REHAB	TO SK____INJ____ALCOH REHAB HOSP	104 014
19		drug REHAB	TO SK____INJ____DRUG REHAB HOSP	104 012
13	wounded in action	dispensary	TO SK____WIA____DISP	104 007

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TABLE 7-3 CONTINUED--STATEMENTS TO BE USED WHEN REPORTING A MARINE TO SICK.

R U L E	A	B	C	D
	If the Marine is sick due to	and disposition is	then report	TTC
14	wounded in action	hospital	TO SK____WIA____HOSP	104 008
15		other	TO SK____WIA____OTHER	104 009
16		quarters	TO SK____WIA____QTRS	104 010
17		field hospital	TO SK____WIA____FIELD HOSP	104 018

4-byte time

8-byte ED (YYYYMMDD)
hospitalization commenced or
illness/injury occurred

NOTE: Report all available details in a history statement.

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SECTION 3: MISCONDUCT

70300. INTRODUCTION.

1. This section pertains to Status due to Misconduct, such as To and From Parole, To and From Unauthorized Absence, In Hands of Civilian Authority, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
075 000 TO PAROLE __	HQ REG	N	Y
076 000 FR PAROLE __	HQ	N	Y
279 000 TO UA __	HQ REG RES	Y	Y
279 001 TO UA __FR UA __	HQ REG RES	Y	Y
280 000 FR UA __ __TO UA __	HQ REG RES	Y	Y
280 001 FR UA __ __TO UA __ABS EXCUSED	HQ REG RES	Y	Y
280 002 PREV RPT FR UA __ __TO UA __	HQ REG RES	Y	Y
281 000 IHCA SINCE __ED __	HQ REG RES	Y	Y
281 001 IHCA SINCE __ED __WHILE UA	HQ REG RES	Y	Y
282 001 RET FR IHCA __ED __ABS EXCUSED	HQ REG RES	Y	Y
282 002 RET FR IHCA __ED __ABS NOT EXCUSED	HQ REG RES	Y	Y
291 000 IHFA SINCE __ED __	HQ REG RES	Y	Y
291 001 IHFA SINCE __ED __WHILE UA	HQ REG RES	Y	Y
292 000 RET FR IHFA __ED __ABS EXCUSED	HQ REG RES	Y	Y
292 001 RET FR IHFA __ED __ABS NOT EXCUSED	HQ REG RES	Y	Y
300 000 IHFA __TO __ABS EXCUSED	HQ REG RES	N	N
300 001 IHFA WHILE UA __TO __ABS EXCUSED	HQ REG RES	N	N
314 000 IHCA __ TO __ ABS EXCUSED	HQ REG RES	N	N
314 001 IHCA WHILE UA __ TO __ ABS EXCUSED	HQ REG RES	N	N
355 000 FRDENL ESTAB ED____	HQ REG RES	N	Y
356 000 FRDENL WAIVED	HQ REG RES	N	N
381 000 DROP DCLDES AS OF __ ED __	HQ REG	N	N
391 000 STAT HT __WT __ HAIR __ EYES __	HQ REG	N	N
394 000 STRT SICK MC __	HQ REG	Y	Y
395 000 STOP SICK MC____	HQ REG	Y	Y
396 000 CHEK SICK MC __TO __	HQ REG RES	Y	Y

70301. UNAUTHORIZED ABSENCE (UA) (TTC 279/280)

1. All periods of UA shall be reported on the UD.

a. Absence resulting from failure to report as directed in official orders (chapter 3).

b. Absence resulting in declaration of desertion (see chapter 4).

c. UA as defined in UCMJ, Articles 86 and 87 which commences while the Marine is a member of a unit is reported per this paragraph.

2. Use the follow statements to report periods of UA:

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a. Upon commencement:

TTC 279 000 TO UA_____|HIST:_____|
 4-byte time UA commenced ↑ ↑
 Details for history or other purposes _____

b. Upon termination:

TTC 280 000 FR UA_____ TO UA_____|HIST:_____|
 4-byte time UA terminated ↑ ↑ ↑ ↑
 8-byte ED (YYYYMMDD) UA terminated _____
 8-byte ED (YYYYMMDD) UA commenced _____
 Details for history or other purposes _____

COMPUTER GENERATED ADVISORY MESSAGE:

MBR UA SINCE XXXX XXXX. MBR UA 45 DAYS OR MORE. NO DROP DCLDES/FR UA OR DELETION POSTED. VER AND RPT AS APROP. This message usually indicates that the RU is delinquent in reporting, or is experiencing problems in getting its entries to post. Action should be taken immediately to correct this problem. Contact with the MISSO may be necessary if the RU experiences difficulty in correcting the problem.

c. When the period of absence is less than 24 consecutive hours within the same day, report as follows:

TTC 279 001 _____ TO UA_____ FR UA_____ |HIST:_____|
 8-byte ED (YYYYMMDD) UA commenced ↑ ↑ ↑ ↑
 4-byte time UA commenced _____
 4-byte time UA terminated _____
 Details for history and other purposes _____

d. The DEL AS ERR entry will be used to delete the above entry when it has been erroneously reported that the Marine was UA.

3. When UA is excused by competent authority, the statements shown in subparagraph 70301.4, will be reported:

a. Absence Over Leave. When the Marine has been absent over leave and the period of absence is excused, the number of days over leave will be added to the number of days authorized leave. The day of return will be considered a day of leave.

b. Absence over regular liberty if determined to be unavoidable and the entire period of authorized and excused UA is:

(1) 72 hours or less the entire period shall be considered liberty.

(2) In excess of 72 hours, the excused UA portion shall be considered as leave and charged to the Marine's leave account.

c. Absence over special liberty, if determined to be unavoidable will be charged to the Marine's leave account to include both the authorized portion and the unauthorized portion.

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d. Periods of absence over liberty determined to be chargeable against a Marine's leave account shall be charged at the rate of 1 day for each period in excess of 24 hours or fraction thereof.

e. Absence When Leave or Liberty Has Not Been Authorized (AWOL). When the Marine has been absent in excess of 24 hours and the absence is excused as unavoidable, the entire period will be charged as leave. To determine the days to be counted as leave, consider both the day of departure and the day of return as a day of leave, regardless of time.

4. Periods of UA as defined in subparagraph 70301.3, will be reported with the statements defined below:

a. Use the following statements if the Marine involved has been reported to UA but not FR UA:

(1) If the period was for 1 day only:

TTC 280 001	FR UA_____	TO UA_____	ABS EXCUSED
	↑	↑	↑
4-byte time UA terminated	_____↑		
8-byte ED (YYYYMMDD) UA terminated		_____↑	
8-byte ED (YYYYMMDD) UA commenced			_____↑

or

(2) If the period was for 2 or more days:

TTC 280 001	FR UA_____	TO UA_____	ABS EXCUSED
	↑	↑	↑
4-byte time UA terminated	_____↑		
8-byte ED (YYYYMMDD) UA terminated		_____↑	
8-byte ED (YYYYMMDD) UA commenced			_____↑

NOTE: Report TTC 321, as appropriate, for leave information (refer to Section 1 of this chapter).

b. Use the following statement if the Marine involved has been reported TO UA and FR UA:

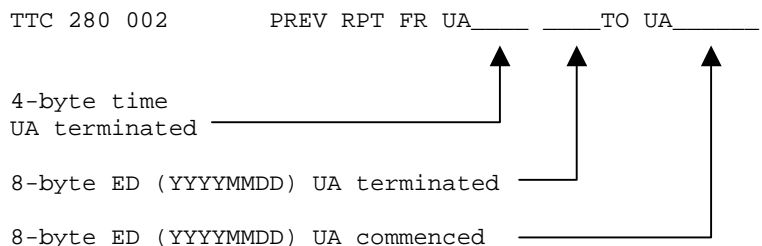
(1) If the period was for 1 day only:

TTC 280 002	PREV RPT FR UA_____	TO UA_____	
	↑	↑	↑
4-byte time UA terminated	_____↑		
8-byte ED (YYYYMMDD) UA terminated		_____↑	
8-byte ED (YYYYMMDD) UA commenced			_____↑

or

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(2) If the period was 2 or more days:



NOTE: Report TTC 321, as appropriate, for leave information (refer to Section 1 of this chapter).

c. Ensure the following when the above entries are reported:

(1) When using the ABS EXCUSED entry it is essential that the original TO UA entry has been posted to the CMF as verified by the TRF or the LES.

(2) When using the PREV RPT entry, first ensure the original TO UA and FR UA entries have been posted. Secondly if TL was reported it must be credited prior to using this entry.

(3) Ensure the dates to be charged as leave do not reflect any days previously charged for leave. Verify with the LES or TRF.

5. When the Marine fails to return from an authorized period of leave, the statement to report the termination of the authorized leave period must be reported prior to reporting the Marine's UA.

6. UA that occurs when the Marine either fails to report to an appointed place of duty or departs from an appointed place of duty without proper authority will always be reported with a HIST: statement. The following example statements are provided as a guide:

a. The Marine failed to report to appointed place of duty:

```
TTC HIST:000      FAILED TO RPT TO APPT PLACE DU AT 2000|
```

b. The Marine departed appointed place of duty:

```
TTC HIST:000      DEPARTED APPT PLACE DU WITHOUT AUTH AT 0805|
```

7. When a period of UA results in time lost, report the appropriate time lost statement.

8. The credit for COMRATS/BAS is automatically withheld during periods of UA.

70302. RESERVISTS UA (WHO DO NOT REPORT FOR AD).

1. The CG, MARFORRES determines if there is a valid reason for the failure to report. Should the CG determine the failure to report is for valid reasons and authorizes a modification to the Marine's orders, report either a drop or transfer as appropriate per Chapter 6. After the transfer to active duty is processed, correct the information with a delete/add statement per Chapter 2. When failure to report is not excused by the CG, MARFORRES, or the reservist cannot be located, the reservist will be considered a deserter by reason of failure to report for active service. The following action is required:

a. The parent reserve unit will report the transfer to AD with TTC 881 000 per Chapter 6.

b. The I-I AD support staff of the parent Reserve unit must report an INIT JOIN per Chapter 6.

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c. On the same UD, report a drop to desertion TTC. The desertion entry will automatically transfer the computer record to RUC 54980 (Declared Deserters), CMC (MHC). This is a control RUC for all deserter records.

d. If the reservist reports or is apprehended, a join from desertion is reported by the receiving command or I-I AD support staff, as appropriate. Refer to JOINS in Chapter 6.

70303. IN HANDS OF CIVIL AUTHORITY (IHCA) (TTC 281/282).

1. A Marine held under arrest by civil authorities while on **authorized leave or liberty** is entitled to pay and allowances until the expiration of such authorized absence. Therefore, 1 minute after the time and date that a Marine's authorized leave or liberty expires will be reported as the time and date of entry into an IHCA status. A Marine **delivered to civil authorities (CA)** will be reported into an IHCA status as of the time and date of delivery to civil authorities. Do **not** report a period of IHCA or IHFA of less than 24 hours. The unit commander must make a determination to excuse or not excuse the period of IHCA when a Marine is returned to military control from IHCA. A Marine who is charged with a civil offense, and confined by civil authorities or held in confinement under military jurisdiction at the request of civil authorities until such time as custody is requested by civil authorities, is absent, or constructively absent from duty, except for any part of the period of confinement covered by authorized leave. After the results of the trial are known and the unit commander excuses the absence (period confined by civil authorities or held in unavoidable), payment of pay and allowances may be made to the Marine. Payment for the period of absence (unless excused as unavoidable) may not be made, regardless of the outcome of the civil proceedings. The following circumstances constitute sufficient basis for excusing the absence as unavoidable when it is clearly established that the arrest and detention was not caused by the misconduct of the Marine:

- a. When a Marine is tried and acquitted.
- b. When a Marine is admitted to bail and the trial is postponed indefinitely and it is apparent that the authorities do not intend to prosecute the case.
- c. When the charges are dismissed or the Marine is released (or dies) without trial. This does not apply in cases where the Marine is released upon agreement to make reparation for the offense.
- d. When the case is not processed.
- e. When reporting a Marine IHCA, report a change of individual location, per Chapter 5, Section 4. (Refer to MCO P5800.16, Marine Corps Manual for Legal Administration (LEGADMINMAN)) for additional reporting requirements.
- f. Report as follows:

TTC 281 000	IHCA SINCE _____	ED _____	HIST: _____
4-byte time	↑	↑	↑
8-byte ED (YYYYMMDD)			
Report the following information concerning delivery/apprehension: If delivered to CA, report DEL CA and authority for delivery _____			
If apprehended by CA, report APRND CA _____			
Show designation, location of CA and charges _____			

2. Marines who are joined into a different monitored command while IHCA (for record purpose join) are joined as not chargeable. Strength category 'C' is automatically assigned when the join entry is processed. A Marine **in an unauthorized absence status at the time of arrest** by

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civil authorities will be reported into an IHCA status as of the time and date of arrest.
Report as follows:

```

TTC 281 001      IHCA SINCE____ED____WHILE UA|HIST:____|
4-byte time      _____↑_____↑_____↑
8-byte ED (YYYYMMDD) _____↑
Report APRND CA, designation, location of CA and charges _____
  
```

3. A chargeable Marine delivered to or apprehended by civil authorities who remains in the same monitored command will remain chargeable and retain the same strength category code for 30 days. On the 31st day of IHCA, the strength category code will be changed to 'C' per Chapter 6 Section 6.

4. If the Marine is brought to trial by civil authorities, the results of the trial will be reported with a history statement.

- a. To report the return from IHCA, absence is excused as unavoidable:

```

TTC 282 001      RET FR IHCA____ED____ABS EXCUSED|HIST:____|
4-byte time      _____↑_____↑_____↑
8-byte ED (YYYYMMDD) _____↑
Reason for excuse _____
  
```

NOTE: This statement will credit pay and allowances during the period of absence. The BAS is automatically withheld during period of IHCA.

- b. Use the following statement to report the return from IHCA, absence is not excused as unavoidable:

```

TTC 282 002      RET FR IHCA____ED____ABS NOT EXCUSED|HIST:____|
4-byte time      _____↑_____↑_____↑
8-byte ED (YYYYMMDD) _____↑
Reason for nonexcused absence _____
  
```

NOTE: This statement will withhold credit of pay and allowance during the period of absence. A time lost statement must also be reported when the not excused entry from IHCA is reported.

70304. IHCA PERIOD EXCUSED (TTC 314).

This transaction is used to report an absence in Hands of Civil Authority (IHCA) that has been excused. It is **not** valid for MISSO input. (See Chapter 7, Section 1 for chargeable leave reporting)

```

TTC 314 000 IHCA ____ TO ____ ABS EXCUSED|
8-byte FROM DT____↑_____↑
8-byte TO DT_____↑
  
```

or

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TTC 314 001 IHCA WHILE UA ___ TO ___ ABS EXCUSED|

8-byte FROM DT _____

8-byte TO DT _____

70305. IN HANDS OF FOREIGN CIVIL AUTHORITY (IHFA) (TTC 291/292).

1. A Marine held under arrest by foreign civil authorities while **on authorized leave or liberty** is entitled to pay and allowances until the expiration of such authorized absence. Therefore, 1 minute after the time and date that a Marine's authorized leave or liberty expires will be reported as the time and date of entry into an IHFA status. A Marine delivered to foreign civil authorities will be reported into an IHFA status as of the time and date of delivery to foreign civil authorities.

a. When reporting a Marine IHFA, report a change of individual location, per Chapter 5, Section 4, if appropriate. Refer to MCO P5800.8C (LEGADMINMAN) for additional reporting requirements.

b. A chargeable Marine delivered to or apprehended by foreign civil authorities who remains in the same monitored command will remain chargeable and retain the same strength category code for 30 days. On the 31st day of IHFA, the strength category code will be changed to 'C' per Chapter 6 Section 6.

c. Marines who are joined into a different monitored command while IHFA (for record purpose join) are joined as not chargeable. Strength category 'C' is automatically assigned when the join entry is processed.

d. If the Marine is brought to trial by foreign civil authorities, the results of the trial will be reported with a HIST: statement. If the conviction results in a confinement of 6 months or more, enter a UD statement for change of the DSSN to 6167.

e. A Marine who is IHFA is not entitled to pay and allowances for any part of the period not covered by authorized leave. The CO, per Table 1-3-3 of the DoDFMR, Vol. 7A, must determine whether the absence was unavoidable. Do **not** report a period of IHFA of less than 24 hours. Refer to MCO P5800 and report as follows:

TTC 291 000 IHFA SINCE___ED___|HIST:_____|

4-byte time _____

8-byte ED (YYYYMMDD) _____

If delivered to foreign CA,
report DEL FOREIGN CA and authority for delivery _____

If apprehended by foreign CA, report APRND FOREIGN CA _____

Show designation, location of foreign CA and charges _____

2. A Marine **in an unauthorized absence status at the time of arrest** by foreign civil authorities will be reported into an IHFA status at the time and date of arrest. Report as follows:

TTC 291 001 IHFA SINCE___ED___WHILE UA|HIST:_____|

4-byte time _____

8-byte ED (YYYYMMDD) _____

Report APRND FOREIGN CA, designation, location of
FOREIGN CA and charges _____

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3. To report the return from IHFA after once you have ensured that the EAS/ECC has not expired: (Refer to Chapter 3, Section 3).

a. Absence is excused as unavoidable:

TTC 292 000 RET FR IHFA ____ ED ____ ABS EXCUSED | HIST: ____ |
 4-byte time ↑ ↑ ↑
 8-byte ED (YYYYMMDD) ↑
 Reason for excused absence _____

b. Absence is not excused as unavoidable:

TTC 292 001 RET FR IHFA ____ ED ____ ABS NOT EXCUSED | HIST: ____ |
 4-byte time ↑ ↑ ↑
 8-byte ED (YYYYMMDD) ↑
 Reason for non-excused absence _____

c. If the Marine was reported to IHFA by the current unit and the period of IHFA was 30 days or less, report DU STATUS per Chapter 4. If the period was 31 days or more, or the Marine was joined from another MCC while IHFA, report DU STAT per Chapter 4 and STRCAT per Chapter 6.

70306. IHFA PERIOD EXCUSED (TTC 300).

To report an absence in hands of foreign authorities (IHFA) or an absence in hands of foreign authorities while UA (Unauthorized Absence) that has been excused, report as follows:

TTC 300 000 IHFA ____ TO ____ ABS EXCUSED |
 ↑ ↑
 8-byte FROM date (YYYYMMDD)
 8-byte TO date (YYYYMMDD)

or

TTC 300 001 IHFA WHILE UA ____ TO ____ ABS EXCUSED |
 ↑ ↑
 8-byte FROM date (YYYYMMDD)
 8-byte TO date (YYYYMMDD)

70307. DESERTION (TTC 381/391).

1. A Marine who is declared a deserter must be dropped from the unit's rolls. A Marine is dropped to desertion **AS OF THE DATE AND TIME THAT THE UA COMMENCED**. The date and time the UA commenced must be included as part of the action statement reporting the declaration of desertion. The date the Marine is actually declared a deserter is referred to as the **date of declaration**; for example, action date/UD date. Refer to MCO P5800.16 to determine the correct date of declaration. Reporting instructions are as follows:

a. Report physical characteristics **immediately** 1 day prior to the DROP DCLDES entry as follows:

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TTC 391 000 STAT HT WT HAIR EYES |

Height (nearest inch)
or UNK if unknown

Weight (nearest pound)
or UNK if unknown

Color of hair (i.e., BROWN, BLACK,
RED, or UNK if unknown)

Color of eyes (i.e., BROWN, BLUE,
HAZEL, or UNK if unknown)

b. Report PRO/CON marks, as applicable, as the **first** statement prior to the DROP DCLDES entry. Refer to IRAM for further instructions.

c. When the Marine has entered into an extension that has not become effective, **report a UD statement to adjust the EAS to the ECC date and notify the FO immediately per APSM.** This must be reported on the UD dated **prior** to the date of the DROP DCLDES entry. Report as follows:

TTC 381 000 DROP DCLDES AS OF ED | HIST:

4-byte time UA commenced

8-byte ED (YYYYMMDD) UA commenced

Add info: example, PROCEED DEL TVL WITH NONCOMPLIANCE PCSO.
(dates of proceed, delay, and travel)

d. All pay and allowance entitlements and allotments in effect at the time a DROP DCLDES status is posted will be automatically stopped. The posting of the JOIN FROM DESERTION status will automatically start the Marine's basic pay and clothing allowance. All other entitlements and allotments must be reinstated. Refer to DoDFMR, and JOINS in Chapter 6 of this manual.

2. Reserve Desertion. A Reserve mandatory participant who is declared a deserter by competent authority and not on AD for 31 days or more, must be transferred from the Reserve unit and joined/dropped to desertion by the gaining AD command.

a. A Marine is declared a deserter as of the date and the time that the UA commenced. The AD unit must report the DROP DCLDES and the reserve record status for the reservist will be changed to a 'D'.

b. Once in a reserve record status 'D', the Marine may not be joined on the Reserve UD until the Marine is first joined from desertion on an AD diary. A join entry must be reported that corresponds to the type of duty the Marine was on when declared a deserter. When joined **FROM DESERTION in MCTFS.** The record status will be changed to 'B'.

c. **Contact MISSO-17 any time a reservist is joined from desertion.**

d. Service Records will be processed per MCO P1070.12.

70308. FRAUDULENT ENLISTMENT (TTC 355/356)

1. The regulations pertaining to the entitlement to pay and allowances when a fraudulent enlistment or induction is determined to exist are contained in DoDFMR, Vol. 7A, Chapter 4.

2. The date a Marine is determined to be serving in a fraudulent enlistment, induction, or is judicially declared to have been mentally incompetent prior to entry, will be reported by UD statement to suspend further pay and allowances and leave accrual (Rules 2 and 8, Table

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1-4-1, DoDFMR, Vol. 7A). Report the following statement to report an enlistment or induction that has been determined to be fraudulent, or a judicial declaration that the Marine was mentally incompetent prior to entry:

TTC 355 000 FRDENL ESTAB ED _____ | HIST: _____ |

8-byte ED (YYYYMMDD) fraud
determined; **do not report ED of
enlistment or induction** _____

Show the authority _____

3. Use the following statement to report when the fraudulent enlistment or induction is waived and the Marine is retained to fulfill the enlistment or induction:

TTC 356 000 FRDENL WAIVED | HIST: _____ |

Show the authority _____

4. The computer processing of this statement will accrue pay and allowances and leave from the date of suspension.

70309. PAROLE (TO/FROM)(TTC 075/076).

1. Whenever a Marine who is confined serving sentence for a General Courts Martial (GCM), **with** total forfeiture of pay and allowances and enters in a parole status, a new strength category of 'I' must be reported. (**The Marine must already be in a confinement status serving the GCM sentence**). Report the following appropriate TO or FROM statement:

TTC 075 000 TO PAROLE _____ |

8-byte ED (YYYYMMDD) _____

or

TTC 076 000 _____ FR PAROLE _____ | (CMC ONLY)

8-byte ACTION DT _____

(YYYYMMDD)

8-byte ED _____

(YYYYMMDD)

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TABLE 7-5--PAROLEE STATUS WITH OR WITHOUT A BAD CONDUCT OR DISHONORABLE DISCHARGE.

R U L E	A	B
	When a Marine serving a sentence of confinement as a result of GCM is paroled and	then report
1	the Marine has not been awarded a discharge or discharge is pending	(1) strength category code 'I', as applicable, and (2) transfer by service record to MCC W93 (NOTE 1)
2	the Marine has been awarded a discharge which will be executed by the command that confined the Marine	drop entry with separation designator number (SDN) 'JJB3'. (NOTE 2)

NOTE 1: The Marine's CMF must already be in a confinement status with duty status H, strength category code of 'R' or 'S', as applicable (serving sentence with or without forfeiture of total pay and allowances).

NOTE 2: Reporting the drop entry with SDN 'JJD1' will place the MCTFS record in a separated status with a Record Status code 'F' and a present RUC equal to '54982' (CMC (MHC) control RUC).

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SECTION 4: TIME LOST

70400. INTRODUCTION.

1. This Section pertains to Time Lost. Detailed reporting information is indicated in the following paragraphs.
2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
231 000 CREDIT TL__TO__	HQ REG RES	N	N
231 001 CREDIT TL__TO ONLY	RES	N	N
308 000 TL_____DAYS	HQ REG RES	N	N
317 000 RETURN TO FULL DU ECC__PEBD__	HQ REG RES	N	N
322 000 TL__TO__	RES	N	N
322 001 TL__TO ONLY	RES	N	N
322 002 TL__TO__REASON__	HQ REG	Y	Y
322 003 TL__TO ONLY REASON__	HQ REG	Y	Y

70401. TIME LOST (TTC 322).

1. When time lost is reported, such dates as PEBD, EAS, ECC, EOS, ACDU BASE DATE, and the ACNAVSEVBAS date (LDO's only) will be automatically adjusted and appear on Part III of the DFR. However, if the RTD changes as a result of the time lost, report the new RTD (refer to Chapter 5, Section 5).

2. The time lost entry **must** be reported for each period of time lost that exceeds 24 consecutive hours. For example, it is proper to report time lost for TO UA/FR UA in conjunction with the FR UA not counting that period of confinement which will follow the FR UA period. Do not report time lost when a Marine **remains** in confinement and the status of confinement changes, for example, from AAHA to ATLGCM.

3. Reporting a Marine TO and FR a status that is determined to be time lost will automatically check the Marine's pay for that period. Next immediately report time lost or excused, unavoidable as determined by the CO. Refer to Chapter 7, Section 8. Report timely to stop the accrual of leave and automatically update the PEBD, the EAS, the ECC, the EOS, and the ACDU BASE DATE. The following are edits for a time lost entry to post properly:

a. If the time lost entry is reported within 13 months from the termination date posted in MCTFS; the time lost period must equal the original dates of the period involved. Contact the MISSO for assistance prior to reporting a time lost entry outside of the 13-month window.

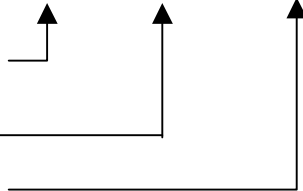
b. Time lost and credit time lost reported on Active and Reserve Officers, in a UA status or judicial status, that may/may not result in confinement by civil authorities in CONUS or overseas. Report time lost as follows:

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(1) If the time lost was for more than 1 day.

TTC 322 000 TL____TO____| (Reserve)

TTC 322 002 TL____TO____REASON____| (Active Duty)

8-byte ED (YYYYMMDD)
time lost commenced 

8-byte ED (YYYYMMDD)
time lost ended

1-byte reason code
from chart below


or

(2) If the day of return is a day of duty-not date TL ended.

If the time lost was for 1 day only.

TTC 322 001 TL_____TO ONLY| (Reserve)

TTC 322 003 TL_____TO ONLY REASON____| (Active Duty)

8-byte ED (YYYYMMDD)
of time lost 

1-byte reason code from below

Reason codes:

<u>CODE</u>	<u>REASON</u>	<u>DESCRIPTION</u>
1	UA/DES	(Unauthorized Absence/Desertion) (Section 6, this chapter)
2	IHCA	(In Hands of Civil Authorities) (Section 6, this chapter)
3	SKMC	(Sick Misconduct) (Section 6, this chapter)
4	CNFD	(Confined) (Section 6, this chapter)
5	IHMA	(In Hands of Military Authorities) (refer to Confinement, Section 6, this chapter)
6	IHFA	(In Hands of Foreign Authorities) (Section 6, this chapter)

d. When only the number of days time lost in the computer record is incorrect (as shown on the BIR), and all the following are true:

(1) the Marine has returned to a full duty status from a period of absence determined to be time lost,

(2) the ECC has expired or lost time is due to sick-misconduct for simple drunkenness, and

(3) if not coupled with chronic alcoholism or intemperate use of habit forming drugs, and

(4) basic pay is not forfeited

e. Report the statement shown below to correct the number of days time lost in the CMF:

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TTC 308 000 TL_____DAYS|

3-byte total
days time lost _____



f. Total Time Lost. Time lost reported in conjunction with a return to a full-duty status, after EAS/ECC, will be reported using TTC 308 000. The number of days entered in the statement must be the total of all days lost in the current enlistment including extensions. In determining time lost when the Marine has returned to a full duty status and the ECC/EAS has expired, only the period from the date the absence commenced to the Marine's ECC is used. Any period of UA beyond the ECC cannot be charged as time lost. In addition, if the total number of days time lost on the Marine's current enlistment exceeds 999 days, report only 999.

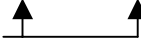
g. The above statement reports total days time lost for the current enlistment **including extensions.**

8. When a previous UD incorrectly reported too many days time lost, a UD entry is required to correct the record. If the previous entry was rejected on the DFR and has not been corrected, report the correct days with a correction entry. If the previous entry was accepted in the TRF a CREDIT time lost entry must be submitted per the following examples:

a. If the credit is for more than 1 day, use the following statement:

TTC 231 000 CREDIT TL_____TO_____|

8-byte ED (YYYYMMDD) inclusive _____



b. To credit a Reserve Marine for 1 day only, use the following statement:

TTC 231 001 CREDIT TL_____TO ONLY|

8-byte ED (YYYYMMDD) of
time lost _____



c. If the Marine was charged with too few days time lost, and the above statements are not true, report **only** the additional days to be charged as time lost with TTC 322 000 or 322 002.

70402. RETURN TO FULL DUTY STATUS (TTC 317).

1. Use the following statement to report return to full duty ECC following a period of UA:

TTC 317 000 _____RETURN TO FULL DU ECC_____PEBD_____|

8-byte ED (YYYYMMDD)
restored to full-duty
status _____

8-byte ED (YYYYMMDD) denoting recomputed
ECC and PEBD _____



NOTE 1: Computer processing of the return to full duty statement will automatically delete a duty status of '9', and generate a duty status of '1', and update the EAS date.

NOTE 2: In determining a new ECC and PEBD, (refer to Chapter 3, Section 3 and Chapter 5, Section 5, the entire period of absence must be added to the old ECC and PEBD.

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SECTION 5: PUNISHMENT

70500. INTRODUCTION.

1. The different categories of this Section are items that pertain to all manner of Punishment. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
056 000 REDUCED_____DOR_____ED_____	HQ REG RES	N	Y
056 001 REDUCED ADMIN_____DOR_____ED_____	HQ REG RES	N	Y
056 002 REDUCED ADMERR_____DOR_____ED_____	HQ REG RES	N	Y
061 001 TO APL LV (____)RUC_____	REG	N	Y
062 001 FR APL LV (____)RUC_____	HQ REG	Y	Y
257 000 FORF\$_____MO_____TYPE_____CNFT_____DISCH_____RED_____ED_____	REG	N	Y
258 000 DEFER CODE_____CM DT_____ED_____	REG	N	Y
258 001 CM DT_____CA ACTN DEFER RESCD_____	REG	N	N
259 000 WAIVER AUTO FORF_____MO CM DT_____ED_____	REG	N	Y
262 000 CM DT_____CA ACTN RET ORD EXEC ED_____	REG	N	Y
262 001 CM DT_____CA ACTN RET CNFT RED_____MO ED_____	REG	N	Y
262 002 CM DT_____CA ACTN RET DISCH DISAPPR ED_____	REG	N	Y
268 000 NJP AWD ED _____	HQ REG	Y	Y
268 001 SCM AWD ED _____	HQ REG	Y	Y
268 002 SPCM AWD ED _____	HQ REG	Y	Y
268 003 GENERAL COURT MARTIAL AWD ED _____	HQ REG	Y	Y
275 006 FINE \$ _____ .00 GCM ED _____	HQ REG RES	Y	Y
275 007 FINE \$ _____ .00 SCM ED _____	HQ REG RES	Y	Y
275 008 FINE \$ _____ .00 SPCM ED _____	HQ REG RES	Y	Y
283 000 FORF \$ _____ .00 FOR_____MO SPCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 001 FORF \$ _____ .00 FOR_____MO SCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 002 FORF \$ _____ .00 FOR_____MO GCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 003 FORF \$ _____ .00 FOR_____MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
283 004 VACATE FORF \$ _____ .00 FOR_____MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
284 000 FORF TLPALW ED _____	HQ REG	Y	Y
284 001 FORF BP ED _____	HQ REG	Y	Y
310 000 TO CNFT_____AAHA	HQ REG RES	Y	Y
310 001 TO CNFT_____ATLGCM	HQ REG RES	Y	Y
310 002 TO CNFT_____ATLSCM	HQ REG RES	Y	Y
310 003 TO CNFT_____ATLSPCM	HQ REG RES	Y	Y
310 004 TO CNFT_____CIV AUTH	HQ REG RES	Y	Y
310 005 TO CNFT_____FOREIGN CIV AUTH	HQ REG RES	Y	Y
310 006 TO CNFT_____GCM	HQ REG RES	Y	Y
310 007 TO CNFT_____NJP	HQ REG RES	Y	Y
310 008 TO CNFT_____SCM	HQ REG RES	Y	Y
310 009 TO CNFT_____SPCM	HQ REG RES	Y	Y
313 000 FR CNFT _____	HQ REG RES	Y	Y
313 001 FR CNFT_____ACQUITTED	HQ REG RES	Y	Y
313 002 FR CNFT_____CHG DROPPED	HQ REG RES	Y	Y
315 000 FORF RED TO NONE GCM ED _____	HQ REG RES	Y	Y
315 001 FORF RED TO NONE NJP ED _____	HQ REG RES	Y	Y
315 002 FORF RED TO NONE SCM ED _____	HQ REG RES	Y	Y
315 003 FORF RED TO NONE SPCM ED _____	HQ REG RES	Y	Y
318 000 FORF RED TO \$ _____ .00 FOR_____MO GCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 001 FORF RED TO \$ _____ .00 FOR_____MO NJP TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 002 FORF RED TO \$ _____ .00 FOR_____MO SCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
318 003 FORF RED TO \$ _____ .00 FOR_____MO SPCM TOTAL \$ _____ .00 ED _____	HQ REG RES	Y	Y
329 000 FINE RED TO \$ _____ .00 GCM ED _____	HQ RES	Y	Y
329 001 FINE RED TO \$ _____ .00 SCM ED _____	HQ RES	Y	Y

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329 002 FINE RED TO \$	_____	SPCM ED	_____	HQ RES	Y	Y
329 006 FINE RED TO \$	_____	GCM ED	_____	HQ REG	Y	Y
329 007 FINE RED TO \$	_____	SCM ED	_____	HQ REG	Y	Y
329 008 FINE RED TO \$	_____	SPCM ED	_____	HQ REG	Y	Y
382 000 CRED INIT UNIF ALW \$	_____	ED	_____	HQ REG RES	Y	Y
383 000 CRED ADD UNIF ALW \$	_____	ED	_____	HQ REG	Y	Y

70501. AUTOMATED COURT MARTIAL (TTC 257)(AD/RES).

1. Only a court-martial that results in a punishment imposed by a court-martial is to be reported. Unless waived by the Convening Authority (CA), certain punishments imposed by a court-martial will trigger 'automatic' forfeiture of a Marine's pay and allowances even if the court-martial did not specifically award forfeitures. Automatic forfeitures/reductions are to begin on the 14th day after the date of adjudication (day 15 if counting the date the sentence is adjudged as day 1), or on the date the Convening Authority (CA) action is returned, whichever is earlier. Punishments awarded by a court-martial which will trigger the automatic forfeitures include: a) any sentence of confinement for more than six months or death; or b) confinement for less than six months and a dishonorable or bad conduct discharge or dismissal.

2. The court martial award must include confinement in excess of 6 months or death, or if confinement is 6 months or less, a punitive discharge must be included in order for the automatic forfeiture/reduction to take affect. When awarded a Special Court Martial (SPCM), two-thirds (rounded down to the next whole dollar amount), of pay will be automatically forfeited. When awarded a General Court Martial (GCM) all pay and allowances will be automatically forfeited for any period of confinement or parole. If automatic and adjudged forfeitures are both in effect at the same time (undeffered and unwaived), adjudged forfeitures are taken first followed by automatic forfeitures for any period of confinement or parole. When awarded a SPCM or GCM, automatic reductions to pay grade E-1 will take effect upon return of the CAs action approving the adjudged forfeiture and/or reduction and is effective the same date as the CA's action. Officers are affected in the same way with the exception of reduction in grade.

a. A member must be in a pay status code of '03200'-Confined-serving sentence, '03210'-Confined-GCM-total forfeiture pay and allowances, '03211'-Confined-GCM-total forfeiture of basic pay or '03220'-Confined beyond ECC, before TTC 257 will process. Report as follows to report an automated court-martial forfeiture deduction:

TTC 257 000	FORF \$	_____	.00	MO	_____	TYPE	_____	CNFT	_____	DISCH	_____	RED	_____	ED	_____
Adjudged amount (NOTE 1)	↑			↑		↑		↑		↑		↑		↑	
3-byte number of months (NOTE 2)				↑				↑							
Type of Court Martial (NOTE 3)						↑									
3-byte number of months confinement (NOTE 4)								↑							
Type of discharge (NOTE 5)										↑					
Pay grade/NA (NOTE 6)												↑			
8-byte ED (YYYYMMDD) of sentencing (NOTE 7)														↑	

NOTE 1: The adjudged forfeiture amount or, report \$9999.00 if the adjudged forfeiture is a total forfeiture of pay and allowances or total forfeiture of basic pay.

NOTE 2: Number of months - must be three-byte numeric field.

NOTE 3: Types of Court Martial (CM) - General Court Martial = GCM, General with adjudged forfeiture **other than \$9999.00**, GCMA = General with adjudged forfeiture of total pay and allowances, GCMP = General with adjudged forfeiture of **Basic Pay only**. Special Court Martial = SPCM, Summary Court Martial = SCM.

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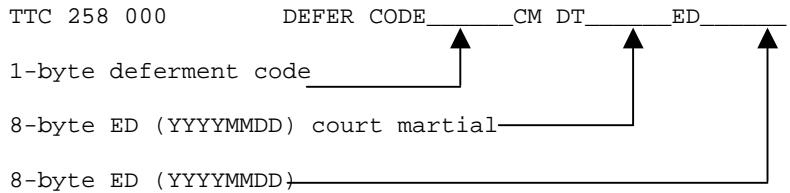
NOTE 4: Number of Months Confinement - must be three-byte numeric field.

NOTE 5: Type of Discharge - D = Bad Conduct, F = Dishonorable, 8 = Death, and N = None.

NOTE 6: Pay Grade N/A - must be two-byte pay grade (adjudged reduction or NA).

NOTE 7: ED - Effective date (YYYYMMDD) sentence is adjudged. Must be less than or equal the UD date format).

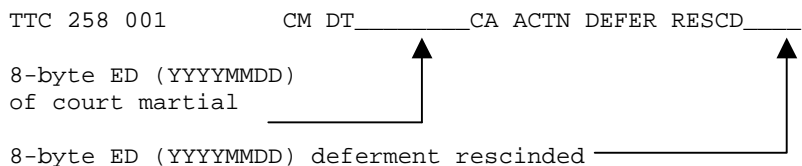
b. Deferments. When the CA "defers" the forfeitures and/or reductions, report the following. TTC 258 000 has delete as erroneous (DEL AS ERR) capability. **TTC 257 000 must be reported and processed before TTC 258 000 is reported.**



DEFERMENT CODES

<u>CODES</u>	<u>DESCRIPTION</u>
A	<u>Deferment of Adjudged Forfeiture and Reductions:</u> (Automatic forfeitures will start on the auto/adjudged forfeiture date of current grade.
B	<u>Deferment of Automatic Forfeitures:</u> (Adjudged forfeitures and/or adjudged reductions will start on the automatic/adjudged forfeiture date at the current grade or reduced grade, as applicable).
C	<u>Deferment of Automatic Adjudged Forfeitures and Adjudged Reductions.</u> (Nothing will happen on the automatic/adjudged forfeiture date).
D	<u>Deferment of Adjudged Forfeiture (Only).</u> (automatic forfeitures will start on automatic/adjudged forfeiture date at the current grade or reduced grade, as applicable).
E	<u>Deferment of Adjudged Reduction (Only).</u> (Automatic forfeitures will start on the automatic/adjudged forfeiture date at the current grade).
CM DT	<u>Court Martial Date.</u> The court martial date must be the same effective court martial date contained in the 990 Remark before the statement will process.
ED	Must be less than or equal to the UD date.

c. Convening Authority Action Returned, Deferment Rescinded. Report the following statement: (statement does not have DEL/ADD or DEL AS ERR capability. If TTC 258/001 is reported erroneously, report TTC 258/000 again using the correct effective date and deferment code to correct the entry). **TTC 257 000 must be reported and processed before TTC 258 000 is reported.**



d. Waiver. Report the following statement when the CA waives the Automatic Forfeiture. TTC 257/000 must be reported and processed before TTC 259/000 is reported.

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TTC 259 000 WAIVER AUTO FORF _____ MO CM DT _____ ED _____ |

2-byte auto forf month _____ ↑
(must be 01-06)

8-byte ED (YYYYMMDD) of court martial _____ ↑
(must be the same as the affected
Automated Court-Martial Remark CM date)

8-byte ED (YYYYMMDD) (date of waiver _____ ↑
must be less or equal to the UD ED)

3. Convening Authority Action Returned.

a. Convening Authority Action Ordered Executed. Report the following statement when the CA action is returned and ordered executed whether or not there is a deferment in effect. The member's pay grade is reduced to E-1. Forfeitures will be calculated to two thirds (2/3) of pay rounded down to the next whole dollar as an E-1 for a SPCM or full pay and allowances as an E-1 for a GCM. Report as follows:

TTC 262 000 CM DT _____ CA ACTN RET ORD EXEC ED _____ |

8-byte ED (YYYYMMDD) of _____ ↑
courts-martial (ED of
affected courts-martial)

8-byte ED (YYYYMMDD) _____ ↑

b. CA Action Returned, Confinement is Reduced. Report the following statement when the CA action is returned and the members confinement is reduced. If the members original sentence was to confinement in excess of 6 months without any accompanying award of punitive discharge, and the CA reduces the confinement sentence to 6 months or less, then any automatic forfeitures that were deducted must be reimbursed. If the confinement is reduced but still exceeds 6 months or the original sentence contained a punitive discharge, automatic forfeitures will still apply.

TTC 262 001 CM DT _____ CA ACTN RET CNFT RED _____ MO ED _____ |

8-byte ED (YYYYMMDD) of _____ ↑
court martial (ED of
affected courts-martial)

2-byte number of months reduced (number of months _____ ↑
confinement reduced)

8-byte ED (YYYYMMDD) _____ ↑

c. CA Action Returned, Discharge Disapproved. Use the following statement to report when the CAs action is returned and the members discharge is disapproved:

TTC 262 002 CM DT _____ CA ACTN RET DISCH DISAPPR ED _____ |

8-byte ED (YYYYMMDD) of _____ ↑
court-martial (ED of
affected courts-martial)

8-byte ED (YYYYMMDD) _____ ↑

4. When a member's confinement is terminated (refer to paragraph 70506 FR CNFT) and there is an Automated courts-martial in effect, the automatic forfeiture is terminated on the effective date from confinement. The forfeiture of two thirds pay for a SPCM and full pay and allowances for a GCM is terminated. The adjudged forfeiture (Automated Courts Martial

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Forfeitures Deduction remark D990) installment amount will continue until the adjudged forfeiture is collected.

5. Payments to Dependents. The convening authority or a person acting under 10 U.S.C 860 may waive any or all forfeitures automatically imposed for a period not to exceed 6 months and authorize payments to a members dependents. Such payments are considered normal military pay and allowances otherwise due the member and are treated as payments made to the member for tax withholding and reporting purposes. When the CA authorizes such payments, the DFAS-KC, Special Interest Accounts (FCTPS) will issue such payments to the members' dependent(s). Prepare and forward to DFAS-KC/FCTPS a NAVMC 11116: Miscellaneous Military Pay order/Special Payment Authorization, or a Naval message with the following information:

a. UD number with the effective dates of the members confinement, type of court martial, reduction in pay grade (See elsewhere in this section), and the amount of forfeiture of pay and allowances.

b. The monthly payment amount and the period (not to exceed 6 months) payments are to be made to the dependent(s).

c. The name of the dependent(s) and the current mailing address.

d. Provide a reporting unit point of contact, name and telephone.

e. Notify DFAS-KC/FCTPS of any change in the members pay.

f. When the dependent requests payment by EFT, the dependent must complete a direct deposit sign-up form (SF 1199A). If a NAVMC 11116 is used for payment, attach the completed original copy of the SF 1199A to the NAVMC and forward to DFAS-KC/FCTPS. When a naval message is used for payment, provide the financial institutions routing transit number (RTN), and the account is for checking or savings. Mail the completed original copy of the SF 1199A to DFAS-KC/FCTPS.

70502. FORFEITURES AND FINES (TTC 268/275/283/284/315/318/329).

1. Dollar amounts shall be reported by showing the actual dollar figures followed by a decimal point and two zeros; for **EXAMPLE**, \$18.00 to indicate 18 dollars. **DO NOT USE LEADING ZEROS IN THE DOLLAR AMOUNT OR THE TRANSACTION WILL FAIL.** Court-martial forfeitures will be reported immediately after the CA's action has been taken, **except** when the court-martial sentence also includes a punitive discharge. When the court-martial sentence includes a bad conduct or dishonorable discharge, report the forfeiture as shown in Table 8-13.

a. Forfeitures, **other than a total forfeiture of pay and allowances or total forfeiture of basic pay only**, will be reported with the following statement:

TTC 283 000	FORF \$ <u> .00</u>	FOR <u> </u> MO	SPCM TOTAL \$ <u> .00</u>	ED <u> </u>
TTC 283 001	FORF \$ <u> .00</u>	FOR <u> </u> MO	SCM TOTAL \$ <u> .00</u>	ED <u> </u>
TTC 283 002	FORF \$ <u> .00</u>	FOR <u> </u> MO	GCM TOTAL \$ <u> .00</u>	ED <u> </u>
TTC 283 003	FORF \$ <u> .00</u>	FOR <u> </u> MO	NJP TOTAL \$ <u> .00</u>	ED <u> </u>

5-byte Amount of monthly
Forfeiture

2-byte number of months

5-byte total amount of forfeiture

8-byte ED (YYYYMMDD) of forfeiture

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(1) When a forfeiture related to an SCM is apportioned over more than 1 month and the amount of the forfeiture is **evenly divisible** by the number of months, report the statement shown above.

(2) When a forfeiture related to an SCM is apportioned over more than 1 month and the amount of the forfeiture is not **evenly divisible** by the number of months, the statement shown above will be reported. However, the amount of the **monthly** forfeiture will be determined by dividing the **total amount** of the forfeiture by the number of months and rounding that monthly figure to the next higher whole dollar. For **EXAMPLE**, a total forfeiture of a \$50.00 apportioned over a period of 3 months would be reported as follows: **FORF \$17.00 FOR 03 MO SCM TOTAL \$50.00 ED 19981101**]. In this case, \$17.00 would be deducted the first and second months and \$16.00 the third month. In all cases where apportioned SCM forfeitures are not evenly divisible, the larger amount(s) will be deducted in the first or earlier months, as appropriate.

b. Use the following statement to report total forfeiture of pay and allowances:


TTC 284 000 FORF TLPALW ED_____

8-byte ED (YYYYMMDD) _____▲

c. Use the following statement to report a total forfeiture of basic pay only:

TTC 284 001 FORF BP ED_____

8-byte ED (YYYYMMDD) _____



NOTE: Ensure TTC 310 TO CNFT has been reported and a duty status 'B', 'C', 'D', 'E', 'F', 'G', or 'H' has posted prior to reporting this entry. TTC's 284 and 310 cannot be processed in the same cycle.

d. Use the appropriate statement to report mitigation (decrease) or remission of forfeiture of pay by reviewing authority:

TTC 318 000 FORF RED TO \$.00 FOR__MO GCM TOTAL \$.00 ED_____ |

TTC 318 002 FORF RED TO \$.00 FOR__MO SCM TOTAL \$.00 ED_____ |

TTC 318 003 FORF RED TO \$.00 FOR__MO SPCM TOTAL \$.00 ED_____ |

TTC 318 001 FORF RED TO \$.00 FOR__MO NJP TOTAL \$.00 ED_____ |

5-byte new amount of
monthly forfeiture_____

2-byte number of months_____

4-byte new total _____

8-byte ED (YYYYMMDD) of **original** forfeiture _____

NOTE: When reporting these statements, the computer will automatically recompute the total amount to be forfeited by the Marine. If more than this amount already has been deducted from the Marine's pay, the account will be credited with the appropriate amount.

e. Use the appropriate statement to report mitigation (decrease) or remission of forfeiture of pay to NONE by a reviewing authority:

TTC 315 000	FORF RED TO NONE GCM ED_____
TTC 315 002	FORF RED TO NONE SCM ED_____
TTC 315 003	FORF RED TO NONE SPCM ED_____

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TTC 315 001 FORF RED TO NONE NJP ED____|

8-byte ED (YYYYMMDD) of original forfeiture____↑

f. If the forfeiture is suspended, report with a historical statement only. If it is partially suspended, report the unsuspended portion with the normal statement shown in subparagraph 70502 and the suspended portion with the HIST: statement:

HIS 000 HIST: AWD____FORF \$____.00 FOR____MO____SUSP FOR____MO|

8-byte NJP awarded____↑

Amount of monthly forfeiture____↑

2-byte number of months____↑

Amount suspended____↑

2-byte number of months suspended for____↑

g. Use the following statement if a previously suspended forfeiture is vacated:

TTC 283 004 VACATE FORF \$____.00 FOR____MO NJP TOTAL \$____.00 ED____|HIST:AWD____|

Amount of monthly
Forfeiture____↑

2-byte number of months____↑

Total amount____↑

8-byte ED (YYYYMMDD) forfeiture was vacated____↑

8-byte ED (YYYYMMDD) NJP originally awarded____↑

h. A sentence of a court-martial may adjudge a fine in addition to adjudging other punishment. Fines will be collected involuntarily from the current pay of all members of the Marine Corps. (Refer to DoDFMR, Vol. 7A.)

(1) Use the appropriate statement shown below to report the collection:

TTC 275 006 FINE \$____.00 GCM ED____|

TTC 275 007 FINE \$____.00 SCM ED____|

TTC 275 008 FINE \$____.00 SPCM ED____|

Total amount of fine____↑

8-byte ED (YYYYMMDD) of checkage____↑

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(2) Use the appropriate statement shown below if the amount of fine previously reported is reduced through remission or mitigation:

Active Duty.

TTC 329 006 FINE RED TO \$____.00 GCM ED_____|

TTC 329 007 FINE RED TO \$____.00 SCM ED_____|

TTC 329 008 FINE RED TO \$____.00 SPCM ED_____|

New total amount of fine _____

8-byte ED (YYYYMMDD) of original fine _____

Reserve.

TTC 329 000 FINE RED TO \$____.00 GCM ED_____|

TTC 329 001 FINE RED TO \$____.00 SCM ED_____|

TTC 329 002 FINE RED TO \$____.00 SPCM ED_____|

New total amount of fine _____

8-byte ED (YYYYMMDD) of original fine _____

2. Report any subsequent events/actions affecting a previously reported sentence by submitting results of the action, date, and authority effecting the change.

a. To report remission and/or suspension of a sentence or a portion of a sentence:

TTC HIS 000 HIST:UNEXECD PORTION OF SENT IS_____AUTH:_____|

Indicate whether remitted or suspended _____

Authority _____

b. The vacation of suspension has the same effect as a sentence being ordered executed. Therefore, upon vacation of a suspended sentence, the portion that affects pay and allowances and/or causes a change to the information maintained in the Marine's CMF shall be reported with action statements. The remaining portion shall be reported with a history statement. Report as follows:

TTC HIS 000 HIST:VACATE SUSPENSION OF EXECN OF SENT_____|

Report portion of
sentence that affects
pay and allowances and/
or MCTFS record _____

Report portion of sentence that does **not**
affect pay and allowances and/or CMF _____

c. Use the following statement to report setting aside of findings of a court-martial:

TTC HIS 000 HIST:FINDINGS OF____APPR____SET ASIDE_____|

Type of court-martial,
either GCM, SPCM, or SCM _____

8-byte ED (YYYYMMDD) approved _____

Authority that sets aside the findings _____

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3. Computer records for Marines in a parole status will be transferred to a Headquarters control RUC/MCC (54982/W93) either by transfer entry or, by reporting a drop/discharge entry if the Marine has been awarded a bad conduct discharge or dishonorable discharge. The discharge entry will contain SDN JJB3 when reported from a field RU. (When the discharge is reported by CMC (MHC), the SDN to report will be JJC3.) This will change the record status code in the CMF to 'F'. Once the Marine has been released from parole and there is no longer a requirement to monitor the CMF from the CMC, the record will be updated by the CMC (MHC), to change the record status code to 'E' to reflect a separated record. Records transferred to the CMC control RUC or discharged with SDN JJB3 must be in a status of confinement as a result of GCM in order for transfer or discharge entry to successfully process. Use the following logic to determine reporting requirements in MCTFS. Refer to Table 8-14 for assistance in determining which action must be taken.

4. Maintaining court-martial Information. In addition to reporting the sentence of a Marine convicted by a court-martial, the unit also must report court-martial statistical information. After processing, this information will be posted to the Marine's CMF where it will be permanently retained in the MCTFS.

- a. Use the following statement to report summary court-martial information:

TTC 268 001	SCM AWD ED
-------------	------------

8-byte ED (YYYYMMDD)
sentence is awarded/adjudged _____

- b. Use the following statement to report special court-martial information:

TTC 268 002 SPCM AWD ED

8-byte ED (YYYYMMDD)
sentence is awarded/adjudged _____

- c. Use the following statement to report general court-martial information:

TTC 268 003 GENERAL COURT MARTIAL AWD ED_____

8-byte ED (YYYYMMDD)
sentence is awarded/adjudged_____

NOTE 1: When review of higher authority results in setting aside the findings on all charges and specifications, report DEL AS ERRON, and refer to MCO P1070.12 for instructions on removal of court-martial documentation from the SRB/OOR.

NOTE 2: Forfeitures are applied (withheld) on and after the date the convening authority approves the sentence.

NOTE 3: The ED of this entry will be the date the convening authority approves the sentence.

NOTE 4: The Promotion Restriction Period and Restriction Status Codes for TTC 268 are as follows: (Refer to Section 7 of this chapter for reporting TTC 053 PROM RESTR.)

<u>TTC</u>	<u>ENGLISH</u>	<u>RESTR PERIOD</u>	<u>RESTR CODE</u>
268 000	NJP AWD ED	3 MONTHS	1
268 001	SCM AWD ED	6 MONTHS	2
268 002	SPCM AWD ED	12 MONTHS	3
268 003	GCM AWD ED	18 MONTHS	6

5. A reduction entry will automatically change the Marine's permanent grade to equal the grade to which reduced. This change will appear on the TRF as a computer-generated change.

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When Punishment is Forfeiture of Pay report as follows:

```

TTC 283 003   FORF $____.00 FOR____MO NJP TOTAL $____.00 ED____|HIST:AWD____|
    ↑           ↑           ↑           ↑           ↑
Amount of monthly  2-byte number of months  Total amount  8-byte ED of forfeiture (YYYYMMDD)  8-byte ED NJP awarded (YYYYMMDD)
Forfeiture _____

```

70503. NONJUDICIAL PUNISHMENT (NJP) INFORMATION (TTC 268).

Maintaining Nonjudicial Punishment Information. When a Marine is awarded NJP under Article 15, UCMJ, the unit must report NJP statistical information on the UD **in addition to** reporting the NJP information. This information, when processed, will post the information to the Marine's record where it will be retained permanently in MCTFS (Remark 119). Report as follows:

```

TTC 268 000           NJP AWD ED _____|
    ↑
8-byte ED (YYYYMMDD) of NJP _____

```

NOTE: Punishment that does not affect pay, grade, or any other personnel data item will be reported with a history statement.

70504. GRADE CORRECTIONS, NJP (TTC 056/320).

1. All NJP's awarded under Article 15, UCMJ, will be reported on the UD. Refer to MCO P5800.16 and manual for court martial for items not affected.

2. Dollar amounts will be reported by showing the actual dollar amount followed by a decimal point and two zeros.

NOTE: Pro/con marks must be reported on the reductions of Cpl's and below per Section 4 of this chapter.

3. Use the following history statement if the reduction is suspended:

```

TTC HIS 000           HIST:NJP AWD____REDUCED TO____SUSP FOR____MO|
    ↑           ↑           ↑
8-byte ED (YYYYMMDD) NJP awarded  3-byte GRADE to which reduced  3-byte number of months for which reduction is suspended

```

4. If a previously suspended reduction is vacated, report reduction with the following HIST statement:

```

TTC HIS 000           HIST: VACATION OF SUSP REDUCED NJP AWD____|
    ↑
8-byte ED (YYYYMMDD) suspension vacated _____

```

5. If a previously reported reduction is suspended, mitigated, set aside, or restored to grade, report the appropriate statement:

```

TTC 320 000   RESTORE GRADE TO__MERIT DOR____ED____|HIST:RED__NJP AWD____|
TTC 320 001   RESTORE GRADE TO__PERM DOR____ED____|HIST:RED__NJP AWD____|
TTC 320 003   RESTORE GRADE TO__TEMP DOR____ED____|HIST:RED____|

```

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TTC 320 004 RESTORE GRADE TO__MERIT CBT DOR__ED__|HIST:RED__NJP AWD__|

2-byte abbreviation for grade
to which restored _____
(i.e., E3, E4, E5)

8-byte DOR (YYYYMMDD) (see **NOTE** below) _____

8-byte ED (YYYYMMDD) (see **NOTE** below) _____

Circumstance (i.e., suspended, mitigated, set aside) _____

8-byte ED NJP awarded (YYYYMMDD) _____

6. To report restoration of grade, use appropriate statement:

TTC 320 000 RESTORE GRADE TO__MERIT DOR__ED__|HIST:RED__|

TTC 320 001 RESTORE GRADE TO__PERM DOR__ED__|HIST:RED__|

TTC 320 002 RESTORE GRADE TO__PROB DOR__ED__|HIST:RED__|

TTC 320 004 RESTORE GRADE TO__MERIT CBT DOR__ED__|HIST:RED__|

2-byte abbreviation for grade to
which restored _____

8-byte DOR (YYYYMMDD) (see **NOTE** below) _____

8-byte ED (YYYYMMDD) (see **NOTE** below) _____

Circumstance (i.e., suspended, mitigated, set aside)
and the 8-byte ED (YYYYMMDD) of the SPCM, SCM, GCM) _____

NOTE: In any case when an executed reduction is suspended or mitigated the DOR and the ED will be the date of the mitigation or suspension. In any case, when the reduction is set aside, the DOR will be the original DOR and the ED will be the date of reduction.

70505. APPELLATE LEAVE (TTC 061/062).

1. All reportable data concerning the Marine must be reported on the UD prior to reporting the Marine to appellate leave, (i.e. TO/FROM CONFINEMENT, TIME LOST, SENTENCE AWARDED, REDUCTION, etc.) The RU must also contact the cognizant FO and ascertain which pay-related entries must be reported on the UD prior to reporting the TO APL LV entry. Refer to MCO 1050.16 for additional information.

2. The following definitions are provided for clarification:

a. Voluntary Appellate Leave. A Marine who has been sentenced by court-martial to a dismissal or punitive discharge, may submit a written request for voluntary leave awaiting appellate review once all adjudged confinement has been served, remitted, suspended or deferred, and all documentation for clemency review, or a waiver of such review has been submitted, and approval is in the best interest of the Marine Corps.

b. Involuntary Leave Awaiting Appellate Review. A commander will direct involuntary leave, awaiting appellate review of a Marine sentenced by court-martial to a dismissal or punitive discharge, when the convening authority has approved the sentence for dismissal or punitive discharge without suspension, all adjudged confinement has been served, remitted, suspended or deferred, and all documentation for clemency review or a waiver of such review has been submitted and approval is in the best interest of the Marine Corps.

3. Upon commencement of authorized (voluntary) or directed (involuntary) leave awaiting appellate review of a court-martial sentence, report the appellate leave statement shown below. Include the number of days accrued leave, computed to the day before the ED of the orders directing leave, as part of the entry. This is a 2-byte entry and all half days of credit will be **rounded up** to the next whole number. If the Marine is in an advance leave status or elects to receive payment for leave due, report (00). *If Time Lost is reported,*

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recalculate the days of leave that is lost due to TL, if applicable. To do this, the unit must research the LES and the 605/936 remarks (for leave not posted on the LES), make sure the total days leave used in the APL LV statement are **less** than what appears on the LES. The date of the TL entry must also be considered for the leave recalculation, as well as when U&E processes.

TTC 061 001 TO APL LV (____)RUC____|

2-byte number of days accrued ↑ ↑
leave or 00 as applicable _____

5-byte PRESENT RUC (required): _____

a. Computer processing of the TO APL LV entry will automatically generate strength category 'G', DSSN '6102', duty status 'L', EAS of '99999999', and suspend pay and allowances upon the expiration of accrued leave. When the Marine is in an advanced leave status, pay and allowances will be suspended effective the first day of leave.

b. Processing of the TO APL LV entry will automatically generate leave rations when the number of accrued days are greater than 00.

c. After the TO APL LV entry is processed, the only entry that may be reported is changing the Marine's status from voluntary to involuntary appellate leave:

d. Upon change of status from voluntary to involuntary appellate leave the command will:

(1) Notify the service member in writing of the status change from voluntary to involuntary appellate leave.

(2) Ensure all administrative action is completed and the Service Records are mailed via traceable means to: Commanding Officer, 716 Sicard Street SE, Washington D.C. 20374-5083. The Navy and Marine Corps Appellate Leave Activity (NAMALA) has been established to administer personnel in an involuntary appellate leave status in recognition of the significant burden this population represents reporting units. This unit is a holding RUC for personnel in an involuntary appellate leave status only. The MCC and RUC assigned to this unit is W91 and 54920.

(3) File a copy of the convening authority's court-martial action, court-martial order, voluntary and/or involuntary leave orders in the Service Record prior to transfer.

(4) Ensure a copy of the UD reporting the service member to appellate leave is placed on the document side of the Service Record.

(5) The CO, NAMALA will join the service member to MCC W91, RUC 54920 upon receipt of the Service Record with an ED one day following the date of transfer as listed on page 3 of the Service Record.

(6) Upon join to MCC W91, the losing command may receive a system generated error on the UD feedback report indicating a member of the unit has been joined without a corresponding transfer entry. The unit will annotate this error message stating the individual was transferred to CO, NAMALA, Washington D.C. The error message annotation will also include the date the Service Records were forwarded to the NAMALA. No further action will be required of the losing command.

(7) All supplemental court-martial action/orders should be completed to the fullest extent possible prior to transfer of the Service Record to NAMALA.

e. A RU joining a Marine who is in a voluntary appellate leave status must report the join with the statement JOIN MCC____APL LV. Normally, this will occur only when accountability changes while the Marine is on appellate leave. Computer processing of the JOIN MCC____APL LV entry will automatically generate a change of RUC and MCC for the Marine concerned. The RU that is transferring the Marine must not report a transfer entry on the UD as the transfer entry would be rejected by the computer.

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f. The statement FR APL LV will be reported to terminate a Marine's appellate leave. Normally, this would occur only when a rehearing is ordered or the punitive discharge is set aside or suspended, and the Marine is required to return to duty. The action date to be used is the date of return to duty. Report as follows:

TTC 062 001 FR APL LV RUC____|

5-byte RUC_____↑

NOTE: Once reported, submit a NAVMC 11116 for leave.

g. When a Marine is released from AD while in an appellate leave status, report the appropriate **separation statement**. Do not report the FR APL LV statement to terminate the Marine's appellate leave status for separation.

70506. CONFINEMENT (TTC 310/313)

1. Commencement/termination of confinement, and changes of confinement status must be reported. Once the Marine is reported TO CNFT and remains confined, do not report another TO CNFT. When action by higher authority results are received, report the appropriate DU STATUS per Chapter 4 Section 4 and STR CAT per Chapter 6 Section 6. Also refer to Table 6-10.

2. The Marine is normally confined for any one of the reasons listed below:

a. Awaiting Action of Higher Authority (AAHA). This is physical restraint imposed by either oral or written orders of competent authority, pending the disposition of charges. It includes "safekeeping" except when one of the reasons shown below more clearly defines the confinement status. See below for Pretrial Confinement.

b. Confined by military authority at the request of domestic civilian authority (CIV AUTH). (To be used to the very limited extent of maintaining custody of the Marine awaiting arrival of civilian authorities.)

c. Confined by military authority at the request of foreign civilian authority (FOREIGN CIV AUTH).

d. The date of confinement must be included as the initial part of the statement and must be the correct Action Date. Report as follows:

TTC 310 000	TO CNFT____AAHA
TTC 310 004	TO CNFT____CIV AUTH HIST:____
TTC 310 006	TO CNFT____GCM
TTC 310 007	TO CNFT____NJP
TTC 310 008	TO CNFT____SCM
TTC 310 009	TO CNFT____SPCM
TTC 310 005	TO CNFT____FOREIGN CIV AUTH HIST:____

4-byte time _____↑

Title of civilian authority_____↑

3. Pre-trial Confinement. The Marine is confined ATLGCM, also a strength category of 'B' must be reported. When the Marine is confined **serving sentence of a GCM**, also report a strength category of 'R' or 'S', as appropriate.

TTC 310 001	TO CNFT____ATLGCM
TTC 310 002	TO CNFT____ATLSCM
TTC 310 003	TO CNFT____ATLSPCM

4-byte time _____↑

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4. When confinement status changes, such as from Awaiting Action by Higher Authority (AAHA) to the following known as "Pre-trial" confinement, Awaiting Trial by Special Court Martial (ATLSPCM) or Awaiting Trial by General Court Martial (ATLGCM) to General Court Martial (GCM), the Marine's duty status code must be reported. **It is especially important to change the duty status to PAST EAS code if the Marine's ECC expires during the confinement, as the Marine's pay and allowances will continue to accrue until it is reported.** DO NOT report FR CNFT (old status) and TO CNFT in the new status. Report Time Lost only when Marine is returned to a full duty status to make up lost time. If the status change involves a change of strength category, the new strength category code must be reported. For example, if the Marine confined ATLSPCM is subsequently convicted and sentenced to 31 days or more confinement, the strength category code changes to '3'. Report the new duty status and the new strength category code.

5. Termination of Confinement. Except as indicated below, the entry reporting termination of confinement shall include an action statement to report Time Lost. It is not necessary to report new EAS, EOS, or PEBD; for example, as all dates affected by time lost will be adjusted automatically in MCTFS. The computed dates will be printed on the DFR after the time lost statement is processed. This is provided to the RU to correct service records and other records as required. If the Marine is confined during trial and is acquitted or the charges are dropped, there is no Time Lost. Report as follows:

```
TTC 313 001      FR CNFT____ACQUITTED|
TTC 313 002      FR CNFT____CHG DROPPED|
4-byte time_____↑
```

6. Expiration of Sentence. When the Marine is released from confinement upon expiration of sentence or upon early release for clemency; for example, time lost must be reported when the release from confinement is reported per Section 4 of this chapter. Upon release from confinement, the Marine's duty status always changes to full duty. Therefore, when reporting FR CNFT, **the RU must report duty status if it is other than full duty**. Report FR CNFT and Time Lost, and if required, report DU STATUS per Chapter 4 Section 4 and strength category per Chapter 6 Section 6.

```
TTC 313 000      FR CNFT_____|
4-byte time_____↑
```

7. If the Marine is reported to confinement or from confinement erroneously, entries must be reported to correct the record status.

a. Erroneously reported to confinement:

(1) If the Marine is confined and the TO CNFT statement was accepted, but the statement reported date and/or time for confinement, report a DELETE AS ERR and input correct information.

(2) If at a later date, the unit realizes that a mistake was made since the Marine actually was sentenced by a SPCM rather than by a SCM, report a DELETE ADD statement. Note that the original date of confinement must be included in the statement.

(3) If TO CNFT is reported for the wrong reason, report a DELETE AS ERR statement.

b. Erroneously reported from confinement:

(1) If the Marine was released from confinement but the FR CNFT statement failed in the DFR, report the correct FR CNFT statement.

(2) If the Marine is still confined and the FR CNFT statement was accepted, report a DELETE AS ERR statement.

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8. The TO CNFT entry will terminate entitlement for COMRATS/BAS with the reported ED and time of confinement. **To resume the entitlement for COMRATS or BAS a STRT COMRATS or STRT BAS entry must be reported effective one minute after release from confinement.**

TTC 310 007 TO CNFT____NJP|HIST:AWD____CNFD SHIP BRIG____DAS|

4-byte time _____ ↑ ↑ ↑

8-byte ED (YYYYMMDD) awarded NJP _____

2-byte number of days confinement awarded (i.e., 03) _____

9. Correctional Custody Index. Will be reported with **a history statement only**. Report a duty status of 'M' and correct Action Date for those Marines that are confined and have exceeded their ECC in order to properly terminate pay and allowances. Report as follows:

HIST:NJP AWD 931031 CORRECTIONAL CUSTODY 10 DAS

10. Reductions effected as a result of a court-martial will be reported as shown below. The DOR and ED of reduction will be the date the reduction is ordered executed by the court-martial convening authority.

11. Confinement will be reported per paragraph 70506 of this chapter.

70507. REDUCTION, PUNITIVE/NON-PUNITIVE (TTC 056)

1. All reductions in grade must be reported and pro/con marks must be reported on the reductions of Cpl's and below per Section 4 of this chapter. Ensure that all affected items are reported as required, refer to MCO P5800.16, IRAM, DoDFMR. The two types of reductions are discussed below:

2. Nonpunitive. An administrative (ADMIN) reduction effected by the CMC or a commander who has been delegated such authority per PROMOMAN MCO P1400.30:

- a. Reduce personnel by grade.
- b. Reduce personnel for incompetence or substandard performance of duty.

TTC 056 001 REDUCED ADMIN____DOR____ED____|HIST:____|

6-byte abbreviation for grade to which reduced _____ ↑ ↑ ↑

8-byte ED (YYYYMMDD) DOR for that grade _____

8-byte ED (YYYYMMDD) of reduction _____

Authority CO's letter _____

3. To correct an erroneous promotion for Sgt's and below report as follows:

TTC 056 002 REDUCED ADMERR____DOR____ED____|

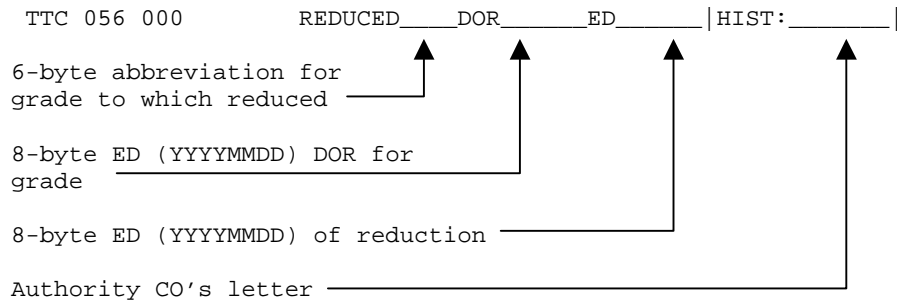
6-byte grade to which administratively reduced _____ ↑ ↑ ↑

8-byte ED (YYYYMMDD) DOR _____

8-byte ED (YYYYMMDD) of erroneous promotion _____

4. Punitive. A reduction effected as a result of the sentence of a court-martial or punishment awarded as NJP. When the reduction is suspended, report the occurrence as a historical statement per paragraph 70308, as applicable. Report as follows:

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TABLE 7-4--FORFEITURES DUE TO COURTS-MARTIAL (INCLUDING DISHONORABLE OR BAD CONDUCT DISCHARGE).				
(NOTE 1)				
R U L E	A	B	C	D
	When sentence to DD or BCD also included	and the convening authority approves the sentence	then reports one of the following UD entries per 70502 as applicable.	TTC
1	forfeiture and confinement	as adjudged (NOTE 2)	FORF \$__FOR__ MO GCM TOTAL \$__.00 ED ____	283 XXX
2	forfeiture and confinement for less than 1 year	And suspends the DD or BCD and orders the sentence executed	or	
3	forfeiture		FORF TLPALW ED____ (NOTE 2)	284 000
4	forfeiture and confinement for 1 year or longer	and suspends the DD or BCD (NOTE 2)	or FORF BP ED____	284 001
5	forfeiture	as adjudged	FOR \$__FOR__MO__TOTAL \$__ED ____ or FORF TLPALW ED ____ or FORF BP ED____	283 XXX 284 000 284 001

NOTE 1: Forfeitures are applied (withheld) on and after the date the convening authority approves the sentence.

NOTE 2: The ED of this entry will be the date the convening authority approves the sentence.

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SECTION 6: COMPOSITE SCORE

70600. INTRODUCTION

1. The different categories of this section are those items that pertain to Composite Score, such as Special Duty Bonus Points, Pro/Con Marks, Command Recruit Bonus Points, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
191 000 NOT REC PROM	HQ REG RES	N	N
191 001 REC PROM	HQ REG RES	N	N
192 000 CMD REC BON PTS CUR GD ___	HQ REG RES	N	N
193 000 WILL NOT PROMOTE	HQ REG RES	N	N
287 001 COMPOSITE SCORE_____ED_____	HQ	N	N
287 002 REQ RECOMPUTE COMP SCORE ___ _ _ _ _ PROM QTR ___	HQ REG RES	N	N
287 003 REQUEST REMEDIAL SELECTION TO__ED__	HQ REG RES	N	N
288 000 DELETE CPL COMPOSITE SCORE	HQ	N	N
288 001 DELETE LCPL COMPOSITE SCORE	HQ	N	N
334 000 SPL DU BONUS 100 TERM ___	HQ REG RES	N	N
334 001 SPL DU BONUS PTS DELETE	HQ REG RES	N	N
335 000 MARKS PRO____.____CON____.____OCC____ED____	HQ REG RES	Y	Y

70601. AUTOMATED COMPOSITE SCORE.

1. The composite score routine automatically calculates composite scores for Marines based on data present in MCTFS. Schedules of events can be found in MCO P1400.32 and MCBulletins in the 1400 series.

2. Automated Composite Scores which are computed for the next promotion period are found on MCTFS Screen "CSPW", and the Automated Composite Scores computed for the Previous Promotion Period are found on MCTFS Screen "CSHW" and "CCOS".

3. The paragraphs of this Manual that give reporting information to insure correct computation of the automated composite score process are as follows:

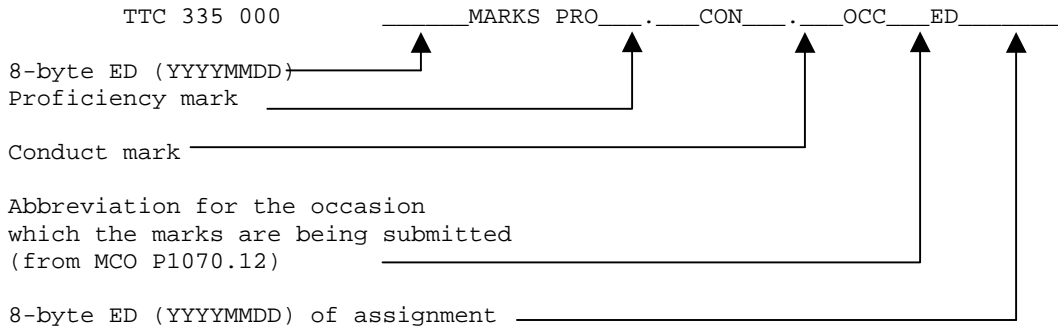
PARAGRAPH	TITLE
50508	Armed Forces Active Duty Base Date
50501	PEBD
51301	Marksmanship/Weapons Firing
51202	Physical Fitness Test
70602	Proficiency and Conduct Marks
70604	Off-Duty Education
50605	Date of Rank
50503	Date of Enlistment
70605	Special Duty Bonus Points
70603	Command Recruiting Bonus Points
70607	Not Recommended for Promotion
70609	Will Not Promote

4. The composite score for an Active Reserve (AR) Marine is computed using the AFADBD vice the PEBD. AR Marines will not receive a composite score unless their Career Retirement Credit Report (CRCR) has been certified; see Section 2, Chapter 10.

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70602. PROFICIENCY AND CONDUCT MARKS (TTC 335)

1. Conduct and duty proficiency marks will be reported on the UD for the occasions prescribed in MCO P1070.12. Use the following statement to report conduct and duty proficiency marks:



NOTE 1: This entry must be action dated with the same date as the ED. When entering marks for promotion to the next higher grade, the ED of the marks will be 1 day prior to the promotion DOR. When entering marks for reduction in grade, the ED of the marks will be 1 day prior to the ED of the reduction.

NOTE 2: When an AD Marine is promoted on 1 Feb or 1 Aug the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'SA' (Semi Annual). When a Reserve Marine is promoted on 1 January the occasion for reporting conduct and duty proficiency marks will be 'PR' (Promotion) vice 'AN' (Annual). This will allow the system to generate service averages for conduct and duty proficiency markings.

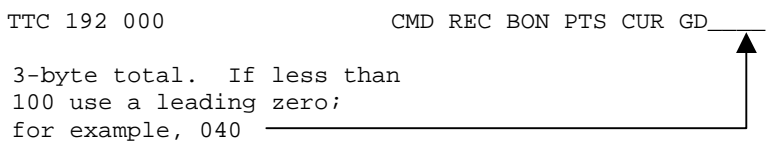
2. If it is determined upon auditing the ROS that marks reported for a period are erroneous, the RU must report the correct marks for the period in question by use of a delete/add statement. If it is determined that the dates have been reported incorrectly, the statement must be deleted as erroneous and resubmitted with the correct information.

3. Upon reporting a Marine to desertion, the required conduct mark of zero will be reported as the first statement prior to the drop desertion entry. An 'NA' will be reported for the proficiency mark.

4. When a conduct/duty proficiency marks reporting period occurs within 30 days preceding or following a semiannual reporting period, refer to MCO P1070.12 for specific instructions. A transaction containing marks of NA will not be computed when automatically computing composite scores unless the occasion is 'DD' (Declared Deserter) with a conduct mark of zero recorded.

70603. COMMAND RECRUITING BONUS POINTS (CRBP) (TTC 192).

Marines who assist the Recruiting Service by making referrals of potential enlistee's are to be awarded 20 bonus points for regular promotion to Cpl and Sgt for each Marine who is subsequently enlisted. A Marine may receive a maximum of 100 CRBP to be added to the composite score for each grade in which served. Upon promotion or reduction, the Marine's total of CRBP reverts to zero. Reservists performing TAD as Recruiter Aides may be awarded CRBP. Corporals assigned by billet as recruiters are not eligible for the command recruiting program or its incentives. When adding points to those already reflected in the MCTFS, ensure that the **total** number of points are run on the UD. To report CRBP:



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NOTE: To correct an erroneous number of points contained in a Marine's record, report the statement with the correct number of points.

70604. OFF-DUTY EDUCATION BONUS POINTS.

1. Off-duty education is reported as discussed in Chapter 5 Section 14. Off-duty education bonus points are awarded for approved self-education courses completed and passed while in the current grade. Upon reporting and processing of off-duty education, the information will post to MCTFS and will be updated by the composite score routine. A maximum of eight courses may be used to determine the number of points to be awarded, and a maximum of 7.5 points may be awarded. Approved courses and the bonus points assigned to each are as follows:

<u>COURSE</u>	<u>BONUS POINTS</u>
MCI Course or other military service correspondence courses	1.5
Extension School Subcourses	1.5
CLEP Test (each portion)	1.0
College Course (Semester/Quarter)	1.0
Vocational Course (Semester/Quarter)	1.0

2. To ensure all off-duty education is considered in the composite score routine for eligible LCpl's and Cpl's, the MCTFS TMCI and TEDU screens MUST be reviewed.

3. Upon promotion to Cpl or Sgt, the off-duty education bonus points will automatically be reset to zero.

70605. SPECIAL DUTY BONUS POINTS (TTC 334).

1. For the Active Component, special duty bonus points are awarded to drill instructors, recruiters, and members of Marine Security Guard Battalion subject to the following instructions:

a. Commanders are authorized to add 100 points to the composite score of Cpl's assigned as recruiters, such award to be valid while performing satisfactorily on that duty. At the discretion of the directors of Marine Corps districts, personnel serving significant additional duty as actual recruiters may be awarded the additional 100 points as indicated above.

b. The CO, Marine Security Guard Battalion is authorized to add 100 points to the composite score of Marine security guards upon completion of the Marine Security Guard School, such award to be valid while performing satisfactorily on that duty. The award will continue through the grades of LCpl and Cpl. If, at the time of promotion to Corporal, a Marine's composite score exceeds his or her MOS's cutting score by 100 or more points, that Marine can send a request to their CO to have the 100 bonus points continued. The bonus points will then be used toward promotion to Sgt. The responsibility for ensuring such action is taken rests with the individual Marine.

c. Marines transferred after a successful tour of duty as a drill instructor, as a Marine security guard or as a recruiter, including those assigned primary duty in an administrative or "A" billet, will have the 100-point award continued by the CO of the organization to which transferred.

d. Continuation of the 100-points award upon transfer to the new organization is subject to continued satisfactory performance in the new organization.

e. The 100-points award authorized will be revoked in the cases of Marines who fail to successfully complete their assigned tour of duty.

2. For the Reserve component, Special Duty Bonus Points are awarded to LCpls/Cpls subject to the following conditions:

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a. Commanders are authorized to add 100 points to the composite score of Cpls assigned temporarily to AD as recruiter aides. This award will be valid while performing satisfactorily on this duty, and at the discretion of the CO may be continued.

b. Marines transferred after a successful tour of duty as a DI, recruiting duty, and MSG duty while a member of the Active component will have the 100-point award continued by the CO of the Reserve unit to which transferred.

c. Continuation of the 100-point award upon transfer to a component of the SMCR is subject to continued satisfactory performance in the SMCR.

3. The below UD statement will be used to award the special duty bonus points. For Marines awarded the 100 points as a result of the successful completion of a tour of duty, the termination date will be 1 year from the date of transfer.

TTC 334 000 SPL DU BONUS 100 TERM_____|

8-byte ED (YYYYMMDD) termination _____↑

4. The below UD statement will be used to delete the 100-point award in the case of the Marine who becomes ineligible for the award (for example, upon a Marine's promotion from LCpl to Cpl or CO's determination).

TTC 334 001 SPL DU BONUS PTS DELETE|

5. Special duty bonus points will appear on the Record of Service (ROS).

70606. MANUAL COMPOSITE SCORE ENTRY.

To manually enter/delete composite scores:

TTC 287 001 COMPOSITE SCORE_____ED_____|(MMPR ONLY)

Composite score _____↑

8-byte ED (YYYYMMDD) of quarter _____↑

TTC 288 000 _____DELETE CPL COMPOSITE SCORE|

TTC 288 001 _____DELETE LCPL COMPOSITE SCORE|

8-byte ED (YYYYMMDD) _____↑

70607. NOT RECOMMENDED FOR PROMOTION (TTC 191).

1. When a Marine is not recommended for promotion, per MCO P1400.32, report by the 15th of each month prior to the month, during the quarter that the Marine is not recommended for promotion. Report as follows:

TTC 191 000 NOT REC PROM|HIST:_____|

NOTE: A Marine must be properly counseled and a page 11 entry remark recorded in the SRB, per MCO P1070.12, **when not recommended for promotion.**

2. When a not recommended for promotion entry is reported erroneously, report as follows:

TTC 191 001 REC PROM|


70608. NCO REMEDIAL PROMOTION PROCESS. (TTC 287)

1. Two transactions exist that are used to request a recomputation of a composite score and remedial consideration for promotion to Corporal or Sergeant for an individual Marine. The instructions are shown below:

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a. The first transaction is used to recompute data for the current promotion quarter. It may be used to enter any rifle score, PFT score, Special Duty Points for DI duty/MSG duty/Recruiting duty, Off Duty Education Bonus Points or Command Recruiting Bonus Points that were received late or were not reported in a timely manner. In addition, this statement will check the average of the Pro and Con marks in a Marine's record and if the average has changed, it will use the new average in the MCTFS record to recompute the composite score. Any remedial requests that fall outside the current promotion month or require the adjustment of elements other than those named above must be submitted in accordance with the instructions outlined in MCO P1400.32.

TTC 287 002 REQ RECOMPUTE COMP SCORE PROM QTR

8-byte DOA 

YYYYMMDD

3-byte Rifle Score

('S')

3-byte PFT Score

3-byte Spl du Bonus Points (DI/RCTR/MSG)

3-byte Off Duty Educ Bonus Points

Command Rctr Bonus Points (20 byte increment up to 100)

6-byte current promotion quarter date (YYYYMM)

NOTE: Only report scores or points that are different from what was used in the original computation of the composite score. Any information that is not different should be blanks.

b. The second transaction allows a unit to request remedial consideration for promotion if a recomputed composite score was not posted quickly enough for the select grade process to consider the Marine for promotion eligibility. The remedial consideration entry will compare the promotion effective date entered in the statement with the date entered by HQMC (MMPR-2) for the current month's promotion. Report as follows:

TTC 287 003 ____ REQUEST REMEDIAL SELECTION TO ____ ED ____

Action Date ↑ ↑ ↑
(YYYYMMDD) ____

3-byte Grade _____

8-byte ED

70608. CUTTING SCORE TABLE (MMPR). The cutting score tables for promotions to corporal and sergeant are entered by HQMC using an on-line terminal. Cutting scores for promotion must be entered not later than the 20th of the month prior to the month the promotions are to be effected. The select grade date must be future dated to the 1st day of the month after input. This system accepts a future date of zeros only. Report eight zeros to correct erroneous entries.

70609. WILL NOT PROMOTE (TTC 193).

1. CO's, who for good and sufficient reason per MCO P1400.32, no longer desire to promote otherwise qualified Marines in the grades of PVT through CPL, with a select grade in MCTFS, must enter a WILL NOT PROMOTE entry by the 15th of the promotion month. The entry is not permanent and is automatically erased upon completion of the process that selects personnel to be promoted. Report as follows:

TTC 193 000 WILL NOT PROMOTE |

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MCTFS SCREEN(DLT)PROJECTED COMPOSITE SCORE WORKSHEET

TJEP CSPW 04/15/1999
 TUJ011 ENTER NEXT SSN: _____ ENTER CATG: _____ SEQ NBR: _____ 14:30:38
 SSN: XXXXXXXXXX NAME: XXXXXX, XXXXXX X PAGE: 01
 RUC: XXXXX COMPANY CODE: M PRES-GRADE: E4 RECSTAT: 0 COMP CODE: 11
 PLT CODE: XXXX TRNGRP: R-RECSTAT: RCOMP CODE:
 DOR: 19970101 PEBD: 19941107 AFADBD: 19941107
 IMOS: 00000 PMOS: 0131 MCC: LA9

	SCORE	EFFECTIVE
GMP TOTAL	440	
AVG DUTY PROFICIENCY TOTAL	490	
AVG DUTY CONDUCT TOTAL	490	
SELF EDUCATION POINTS TOTAL	30	
TIG (MONTHS) 030 X 5 =	150	
TIS (MONTHS) 056 X 2 =	112	
DI/REC/MSG BONUS 000 X 1 =	000	
COMMAND RECRUITING BONUS 000 X 1 =	000	
COMPOSITE SCORE =	1712	19990415

PRO/CON CUTOFF: 19990220 TIG/TIS CUTOFF: 19990630 PROM QTR: 199904

	CLASS	RATING	SCORE	EFFECTIVE
RIFLE MARKSMANSHIP	S36=SS	4.2		199510
PFT	248=1ST CLA	4.6		1998
SUBTOTAL		08.8		

GMP SUBTOTAL 08.8 DIVIDED BY 2 = 4.4 X 100 = 440

PROFICIENCY	CONDUCT	OCC	SCORE	EFFECTIVE
-------------	---------	-----	-------	-----------

AVG DUTY PROFICIENCY	4.9 X 100 =	490
AVG DUTY CONDUCT	4.9 X 100 =	490

MCI COURSE NUMBER	COURSE TITLE	GRADE	EFFECTIVE
0210BZ	TERRORISM AWARENESS	A	19990323
0118JZ	SPELLING	A	19990324

SCORE

MCI TOTAL	2 X 15 =	30
SELF EDUCATION POINTS TOTAL (MAX OF 75)	=	30

COLLEGE/TESTS	SCHOOL & LOCATION	CREDIT	GRADE	EFFECTIVE
OFF DUTY EDUCATION TOTAL	0 X 10 =	00		
SELF EDUCATION POINTS TOTAL (MAX OF 75)	=	30		

Figure 7-1--COMPOSITE SCORE WORKSHEET

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SECTION 7: PROMOTIONS

70700. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Promotions. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
052 000 PROM _____ PERM DOR _____ ED _____	HQ REG RES	N	Y
052 001 PROM _____ TEMP DOR _____ ED _____	HQ REG RES	N	Y
052 002 PROM _____ MERIT CBT DOR _____ ED _____	HQ REG RES	N	Y
052 003 PROM _____ MERIT DOR _____ ED _____	HQ REG RES	N	Y
052 004 PROM _____ PROB DOR _____ ED _____	HQ REG RES	N	Y
052 005 PROM _____ REENL DOR _____ ED _____	HQ REG RES	N	Y
053 000 PROM RESTR 3 MOS	HQ REG RES	N	N
053 001 PROM RESTR 6 MOS	HQ REG RES	N	N
053 002 PROM RESTR 12 MOS	HQ REG RES	N	N
053 003 PROM RESTR TERM	HQ REG RES	N	N
053 004 PROM RESTR ADMIN SEP PEND 12 MOS	HQ REG RES	N	N
053 005 PROM RESTR 18 MOS	HQ REG RES	N	N
054 000 ACCEPT APPT _____ PERM USMC DOR _____ ED _____	HQ REG	N	N
054 001 ACCEPT APPT _____ PERM USMCR DOR _____ ED _____	HQ REG	N	N
054 002 ACCEPT APPT _____ TEMP USMC DOR _____ ED _____	HQ REG	N	N
054 003 ACCEPT APPT _____ TEMP USMCR DOR _____ ED _____	HQ REG	N	N
054 004 ACCEPT APPT _____ PERM USMCR DOR _____ ED _____	HQ RES	N	Y
066 000 APPT _____ DOR _____ LCN _____ ED _____	HQ RES	N	Y

70701. PROMOTION (ENLISTED ONLY) (TTC 052).

1. A member's grade may be changed through promotion or reduction for various reasons. The MCO P1400.32 is the primary authority for all enlisted promotions. The following guidelines are provided:

a. The ED of promotion will always be equal to the DOR, **except** for Marines who are meritoriously promoted upon completion of a formal school. The ED of promotion for those Marines will be equal to the school graduation date.

b. Promotions on newly joined Marines will be reported on the UD following the processing of the JOIN UD. Promotions on Marines in receipt of PCS/Separation orders will be reported one UD **prior to** the UD which reports the transfer or separation.

c. If a Marine's promotion date was prior to the start of ADSW but not reported on the UD, the Reserve reporting unit may report the promotion while the Marine is on **active duty** as long as the RESERVE-RECORD-STATUS-CODE is equal to '5', '6', '7', 'F', 'G', 'M' or 'O'. This entry must be reported prior to or during the ADSW period. It may not be reported once the Marine returns from ADSW.

d. When a Marine is promoted above the grade ceiling for the PMOS held and his/her MOS has not been automatically changed, commanders should change the Marine's PMOS to the career progression MOS unless the MOS manual specifically requires completion of career progression training prior to assigning that MOS. The Marine is technically dropped from the MOS monitor of the invalid MOS and not picked up by the appropriate MOS monitor until the MOS is changed (i.e. 0193|0369|3529, or meritorious, etc.)

e. Promotions will be reported with the following appropriate statement:

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TTC 052 000	PROM	PERM	DOR	ED	HIST:	
or						
TTC 052 001	PROM	TEMP	DOR	ED	HIST:	
or						
TTC 052 002	PROM	MERIT	CBT DOR	ED	HIST:	
or						
TTC 052 003	PROM	MERIT	DOR	ED	HIST:	
or						
TTC 052 004	PROM	PROB	DOR	ED	HIST:	
or						
**TTC 052 005	PROM	REENL	DOR	ED	HIST:	
** = (NOT CURRENTLY USED)						

Alpha abbreviation for grade (i.e., LCpl, Cpl, Sgt) from MCO P1080.20

8-byte DOR (YYYYMMDD)

8-byte ED (YYYYMMDD)

Report the authority for all meritorious promotions and promotions to the grades of Cpl and Sgt

f. SEL GRADE input is required by CMC (MMPR) for permanent promotion to Cpl or Sgt per paragraph 70804.

3. All promotions to the grades of SSgt and above will be entered into the MCTFS by the CMC (MMPR). The entry "PROM (GRADE) PERM DOR (YYYYMMDD) PREC (00000000) (YYYYMMDD)" will appear on the unit's DFR once processed.

4. Marines promoted with an incorrect DOR or ED require submission of a remedial promotion request to the CMC (MMPR-2). If approved, the DOR will be reported by CMC (MMPR) and will include a HIST: statement directing the RU to submit a NAVMC 11116 to the DO/FO to adjust pay and allowances. This is unit's authority.

5. PFC and LCpl.

a. The unit will effect the promotion with DOR and ED of the 1st day of the month. This applies for Marines who are in a transit or leave status or who were not promoted because of administrative oversight.

b. The UD entry will input the DOR and ED of regular promotions as of the 1st day of the month.

c. PFC's promoted late with an incorrect DOR or ED will have the DOR administratively corrected by the unit. The unit will input the correct DOR and ED. For all promotions to PFC there is no requirement to request remedial consideration or to petition the BCNR.

6. Cpl and Sgt.

a. When a select grade flag shows in MCTFS, the RU will effect the promotion with DOR and ED of the 1st day of the month. This applies for Marines who are in a transit or leave status or who were not promoted because of administrative oversight.

b. The RU will report the DOR and ED of regular promotions as of the 1st day of the month.

c. Where a select grade flag exists, there is therefore no requirement to request remedial consideration or to petition the BCNR for a late promotion. Commands must still

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request promotion authority from the CMC (MMPR-2) if for any reason the select grade flag does not appear.

7. Meritorious Promotions.

a. Command meritorious promotions will be effected with DOR and ED of the 2nd day of the month.

b. Meritorious promotions as a result of completion of a formal school will be effected with DOR of the 2nd of the month and ED of the date of graduation.

8. Effecting Promotions.

a. For PFC through Sgt, receipt of a DFR message authorizing remedial promotion and a backdate of rank will constitute authority to prepare a certificate of appointment using the corrected DOR and ED. Cite the appropriate Marine Corps Bulletin or MCO P1400.32. **Do not cite the DFR.**

b. Approved remedial SNCO promotions and approved backdate of the DOR for SNCO promotions will be reported by CMC (MMPR-2) with the DOR that would have been issued had the Marine been selected by the regularly scheduled board. CMC (MMPR-2) will forward, via separate correspondence, the authority to prepare the certificate of appointment.

70702. ENLISTED RESTRICTED PROMOTIONS/INELIGIBILITY FOR PROMOTION (TTC 053).

1. Six TTC's have been created to restrict enlisted promotions for reason other than punitive action or weight control assignment (i.e. confirmed drug involvement, awaiting administrative separation, etc.). To correct an erroneous promotion restriction, a promotion restriction termination entry will be reported. Refer to MCO P1400.32C.

a. When restricting enlisted promotions, report as follows:

		<u>RESTR CODES</u>
TTC 053 000	_____ PROM RESTR 3 MOS	1
8 byte DOA (YYYYMMDD)	_____↑	
TTC 053 001	_____ PROM RESTR 6 MOS	2
8 byte DOA (YYYYMMDD)	_____↑	
TTC 053 002	_____ PROM RESTR 12 MOS	3
8 byte DOA (YYYYMMDD)	_____↑	
TTC 053 005	_____ PROM RESTR 18 MOS	6
8 byte DOA (YYYYMMDD)	_____↑	

b. To restrict promotions for 12 months when a Marine is being placed in a promotion restriction status due to being recommended for an administrative separation, report as follows:

TTC 053 004	_____ PROM RESTR ADMIN SEP PEND 12 MOS	5
8 byte DOA (YYYYMMDD)	_____↑	

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c. To terminate enlisted promotion restrictions, report TTC 053 as follows:

TTC 053 003 _____ PROM RESTR TERM|
 8 byte DOA (YYYYMMDD) _____ ↑

2. An advisory will be generated for members within the final month of a restricted promotion status period to remind commanders that the restricted promotion period will expire within 30 days. The new promotion restriction status codes will prevent the select grade advisory for the grades of Private through Corporal for the restricted period. If warranted, TTC 053 003 (PROM-RESTR-TERM) will be reported to terminate promotion restriction and reinstate eligibility for promotion prior to the system generated termination date. This transaction will restore the promotion restriction code to a non-restricted status, and when the member is eligible, a select grade will be generated.

3. If a member is already in a restricted status, and has another administrative/punitive action during this time, and the restriction termination date for the second action is less than the first restriction termination date, the first restriction period and code will remain valid. For **EXAMPLE**, reporting a **SCM AWD 20010401** establishes a restriction status code of '2' and a termination date of 20010930. The member then receives NJP and the transaction **NJPAWD 20010501** is reported. Since the NJP restriction period does not exceed the SCM restriction, MCTFS will keep the restriction code and period for the SCM. Consequently, if the **NJP AWD is 20010901**, a restriction code of '1' (3 months) will be established with a termination date of 20011130 since it exceeds the SCM restriction period.

70703. ACCEPT TEMPORARY OFFICER APPOINTMENT (TTC 054).

1. Prior to accepting a temporary officer appointment, the Marine's enlisted status is suspended for the duration of service as a temporary officer. Although the Marine is not discharged, the action is often referred to as a DROP. Commands can request guidance from CMC (MMPR-1).

2. The suspension of the enlisted status and the gain into the officer status will be reported on the date of acceptance of the temporary appointment. The suspension of enlisted status and acceptance of the officer appointment will be reported as follows:

TTC 054 002 ACCEPT APPT_____TEMP USMC DOR_____ED_____|HIST:ENL ACCT SUSPENDED

Abbreviation for
the grade _____ ↑

8-byte DOR (YYYYMMDD) _____ ↑

8-byte ED (YYYYMMDD) _____ ↑

or

TTC 054 003 ACCEPT APPT_____TEMP USMCR DOR_____ED_____|HIST:ENL ACCT SUSPENDED|

Abbreviation for the grade _____ ↑

8-byte DOR (YYYYMMDD) _____ ↑

8-byte ED (YYYYMMDD) _____ ↑

3. Officers with Prior Enlisted Service.

a. Commissioned officers in pay grade O-1, O-2, or O-3 are entitled to a special rate of pay for that grade if the officer has a combined total of over 4 years active service as a warrant officer/enlisted member. In computing this active warrant officer and enlisted service, include active duty for training in a warrant officer and enlisted status. This special pay code will be reflected in block 6 of the LES as either O1E, O2E, or O3E. This information must be reported on the UD as part of the entry that reports the acceptance of

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the appointment. If this information is found to be missing subsequent to acceptance, **the RU will enter the correct data.** Report special pay for Marine officers who hold a regular commission as follows:

TTC 128 004 SPL PAY OFF 4 YRS ENL SERV|

- b. Report an advance leave balance being carried forward, if applicable, per Section 1 of this chapter.
- c. Report new Source of Entry code on officers who resigned their Regular appointment to accept a Reserve commission and are being transferred to the Marine Corps Reserve as recorded on their Appointment Acceptance and Record (NAVMC 763).
- d. Report Source of Entry code on officers as reflected on the Appointment Acceptance and Record (NAVMC 763) when an officer is returning to the Reserve Establishment after being released from AD from a period of Extended Active Duty (EAD) (i.e., AR, Standard Written Agreement (SWAG), recall to AD).

70703. ACCEPT PERMANENT OFFICER APPOINTMENT (TTC 054).

1. When an enlisted Marine is discharged to accept a permanent officer appointment, the drop and acceptance of appointment will be reported for the date of acceptance as follows:

TTC 054 000 ACCEPT APPT_____PERM USMC DOR_____ED_____| HIST:ENL ACCT DROP HONDIS
COFG|

Input 2NDLT or WO
for the grade _____↑

8-byte DOR (YYYYMMDD) _____↑

8-byte ED (YYYYMMDD) _____↑

or (personnel in holding RUC 30396 only):

TTC 054 001 ACCEPT APPT_____PERM USMCR DOR_____ED_____| HIST:ENL ACCT DROP
HONDIS COFG|

Input 2NDLT or WO
for the grade _____↑

8-byte DOR (YYYYMMDD) _____↑

8-byte ED (YYYYMMDD) _____↑

- a. Report the officer's primary MOS and the SPL PAY OFF 4 YRS ENL SERV entries.
 - b. Report an advance leave balance being carried forward, if applicable per Section 1 of this chapter.
2. When an enlisted Marine reservist is selected for appointment to WO or 2ndLt, the CMC (MROA) must report the select statement prior to the RU taking appropriate action as described below. The individual is required to complete any requirements set by the CMC (MROA) and sign the Appointment Acceptance and Record (NAVMC 763). Report as follows:

TTC 054 004 ACCEPT APPT_____PERM USMCR DOR_____ED_____|HIST:ENL ACCT
DROP HONDIS COFG|

Input WO or 2NDLT
for the grade _____↑

8-byte DOR (YYYYMMDD) _____↑

_____↑

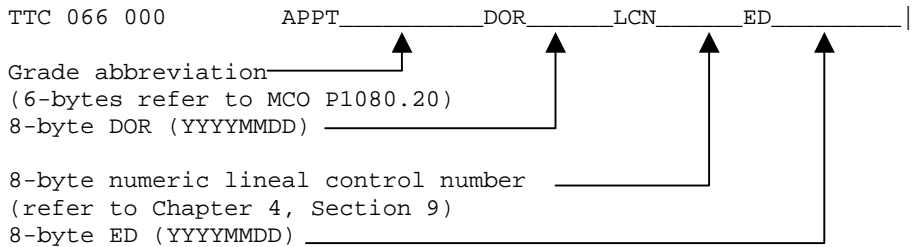
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8-byte ED (YYYYMMDD) _____

NOTE: Additionally, MOS, Current Source of Entry, and Special Pay O-1, O-2, O-3, etc (4 years **active** enlisted and/or WO service) must be updated as required.

70704. PROMOTIONS PRESENT GRADE (MMPR-1 (OFFICERS) MMPR-2 (SNCO'S)/MCRC (MROA)).

An entry to update present grade normally indicates an elevation in grade within the same status; for example, an enlisted Marine being promoted to a higher grade. Officer appointments and Staff Noncommissioned Officer promotions will be entered by CMC (MMPR, MCRC). Report as follows:



70705. PROMOTION (OFFICER ONLY)

1. The appointment of an officer on the rolls of the MCTFS to a higher grade is reported into the MCTFS at HQMC and UD reporting by field units is not authorized.
2. All other information in the MCTFS relating to officers' grades, including present grade and permanent grade, is reported by HQMC and any discrepancies should be reported to the CMC (MMPR-1) for resolution. All HQMC reported data will appear in the RU's DFR as HQMC input.

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SECTION 8: GRADE CHANGES

70800. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Grade Changes, such as Present Grade, Grade Reduction, Permanent Grade, Not Recommended for Promotion, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg, or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

										REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
049	000	TERM TEMP APPT SPD_____								HQ REG RES	N	N
050	000	PRES GRADE_____DOR_____ED_____								HQ RES	N	N
059	000	PERM GRADE_____DOR_____								HQ RES	N	N
067	000	PAY GRADE_____								HQ REG RES	N	N
068	000	SEL DELETE								HQ RES	N	N
068	001	SEL_____								HQ RES	N	N
068	002	SEL_____								HQ RES	N	N
320	000	RESTORE GRADE TO_____MERIT DOR_____ED_____								HQ REG RES	Y	N
320	001	RESTORE GRADE TO_____PERM DOR_____ED_____								HQ REG RES	Y	N
320	002	RESTORE GRADE TO_____PROB DOR_____ED_____								HQ REG	Y	N
320	003	RESTORE GRADE TO_____TEMP DOR_____ED_____								HQ REG RES	Y	N
320	004	RESTORE GRADE TO_____MERIT CBT DOR_____ED_____								HQ REG	Y	N
888	000	PRES GRADE SPECIAL RANK CODE_____								HQ RES	N	N

NOTE: For GRADE REDUCTIONS see Section 5 of this chapter.

70801. PERMANENT GRADE (TTC 059).


A permanent grade entry provides for changing or correcting the Master File when members are promoted to a higher permanent grade, temporary officers with a permanent enlisted grade, or when information in MCTFS relative to permanent grade is erroneous.

TTC 059 000 PERM GRADE_____DOR_____| (CMC (MMPR) will report for
 ↑ officers).
6-byte Grade _____ ↑ (RU's for enlisted)
(from MCO P1080.20)

8-byte ED (YYYYMMDD) _____

70802. PAY GRADE FOR OTHER SERVICE PERSONNEL (TTC 067)

Upon joining, promoting or reducing other service personnel, report this TTC. (Pay grade is reported for civilian personnel using the MOS entry). Report as follows:

TTC 067 000 PAY GRADE____| (Active Duty)
2-byte A/N pay grade 

70803. SELECTED GRADE (TTC 068).

1. This transaction will be entered in response to a request from the RU's for remedial consideration of promotion (LCPL for PFC, Capt for 1ST LT). Report as follows:

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TTC 068 001 SEL | (CMC (MMPR) ONLY)

8-byte DOA ──┐

Grade abbreviation
from MCO P1080.20 ──┘

2. To establish selected grades for MSgt through SgtMaj, report as follows:

TTC 068 002 SEL_____ | (CMC (MMPR/MROA) ONLY)

2-byte Grade abbreviation ↑
from MCO P 1080.20 ↑

1-byte Selected grade status code,
S-SGTMAJ, F-1STSGT,
M-MGYSGT/MSGT ONLY

3. To delete the Selected Grade Code:

```
TTC 068 000          SEL DELETE|
```

70804. REVERT OF TEMPORARY OFFICER TO PERMANENT ENLISTED STATUS (TTC 049/059).

Termination of temporary appointment for reversion to permanent enlisted status will be reported on the date when the Marine resumes enlisted status. Report as follows:

TTC 049 000 TERM TEMP APPT SPD | HIST:ESTAB ENL ACCT |

8-byte ED (YYYYMMDD)

of termination of
appointment

Separation designation number
provided by the CMC (MMSR)



via the DFR

70805. SPECIAL GRADE DATA (TTC 059).

A special grade data entry provides instructions to change the MCTFS when information relative to special grade data is erroneous or is changed by HQMC.

2. For enlisted Marines or enlisted serving as temporary officers report as follows:

TTC 059 000 PERM GRADE_____DOR_____ | (MMPR/MISSO)

3-byte grade abbreviation  

from MCO P1080.20

8-byte DOR (YYYYMMDD) _____

70806. GRADE CORRECTION/ADJUSTMENTS (TTC 050).

A grade correction entry is used to correct present grade data. This type action will also be entered by CMC (MMPR) to credit professional personnel with service for advanced education. To correct the DOR or ED use the correction methods described in Chapter 2.

TTC 050 000 PRES GRADE _____ DOR _____ ED _____ | (CMC (MMPR) ONLY)

3-byte grade abbreviation _____ ↑ ↑ ↑
(per MCO P1080.20)

8-byte DOR (YYYYMMDD) _____

8-byte ED (YYYYMMDD) _____

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70807. PRESENT GRADE SPECIAL RANK CODE (TTC 888)..

To update Reserve, Active Duty and Retiree Records, report using reserve RUCs 88711, 88712, 88713, 88730, 88890, 88891 or 88888 only.

TTC 888 000 PRES GRADE SPECIAL RANK CODE _____ | (HQMC, MISSA)

1-byte present grade special rank code _____ ↑

<u>CODE</u>	<u>ABBREVIATION</u>	<u>DESCRIPTION</u>
A	PERM	Permanent Grade
B	TEMP	Temporary Grade (Enlisted)
C	MERIT CBT	Meritorious Combat Grade
D	MERIT	Meritorious Grade
E	PROB	Probational Grade
G	PERM	SgtMaj (E9)/1stSgt (E8) Permanent Grade
H	TEMP	SgtMaj (E9)/1stSgt (E8) Temporary Grade
I	RED ADMIN	Reduction (Administrative)
J	TEMP APPT	Temporary Appointment (Officer)
K	TEMP STAT	Temporary and Statutory Appointment (Officer)
L	---	CMC or Former CMC
M	PERM	MGySgt (E9)/MSgt (E8) Permanent Grade
N	TEMP	MGySgt (E9)/MSgt (E8) Temporary Grade
P	RED (GRADE)	Reduction (Punitive)
R	RESTORED GRADE	Restored to a Grade
S	---	SgtMaj USMC or Former SgtMaj USMC
T	STAT	Statutory Appointment (Officer)
Y	TEMP PROF	Temporary Professional
Z	STAT PROF	Statutory Professional
0		Non Applicable